



REQUEST FOR QUOTES (RFQ)

In accordance with FAR 8.4

GSA Project Number ID08170071

Professional Services Schedule (PSS)

Special Item Numbers (SIN's) 871 - 5, 874 -1, 874 – 4, 874 - 7

Small Business Set-Aside

Advisory and assistance services support for Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in support of the management of the JTFHQ Training and Readiness Program reporting directly to the Commander, United States Northern Command (CDRUSNORTHCOM)

Quotes Requested by
U.S. General Services Administration
Federal Acquisition Service, Office of Assisted Acquisitions
Rocky Mountain Region

Issue Date: August 30th, 2017
RFQ Close Date: September 12th, 2017

1.0 Order Type

This Request for Quote (RFQ) is a firm-fixed price performance based task order against the GSA Professional Services Schedule (PSS) for services described within the Performance Work Statement (PWS). The General Services Administration (GSA), Federal Acquisition Service (FAS) will award this order on behalf of the Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in Peterson AFB, CO.

1.1 Pricing Information

All prices shall be submitted in accordance with the pricing instructions and Attachment II.

2.0 Performance Work Statement (PWS)

The Performance Work Statement (PWS) is included as Attachment I to this task order.

2.1 Period of Performance

The period of performance of this task order is a base period of twelve (12) months and four (4) additional option years for 12 months each. These specific dates are estimates.

| | |
|---------------|--------------------------------------|
| Base Year | November 01, 2017 – October 31, 2018 |
| Option Year 1 | November 01, 2018 – October 31, 2019 |
| Option Year 2 | November 01, 2019 – October 31, 2020 |
| Option Year 3 | November 01, 2020 – October 31, 2021 |
| Option Year 4 | November 01, 2021 – October 31, 2022 |

3.0 Roles and Responsibilities

Identification of all government personnel, including their specific roles and responsibilities:

3.1 Contracting Officer

| | |
|--------------------|--|
| Brandy Massingale: | GSA FAS |
| Telephone Number: | (303) 518-8762 |
| Electronic Mail: | brandy.massingale@gsa.gov |

3.2 Contract Specialist

| | |
|-------------------|--|
| Cheleece Jackson: | GSA FAS (Contractor) |
| Telephone Number: | (303) 462-5093 |
| Electronic Mail: | cheleece.jackson@gsa.gov |

3.3 Contracting Officer’s Representative

To be provided upon award

| | |
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| Telephone Number: | To be provided |
| Electronic Mail: | To be provided |

4.0 Travel

Travel/Other Direct Costs (ODCs) are anticipated for this effort. Government authorization is required prior to any travel. The Contractor shall submit an applicable Travel Request to the Contracting Office at least 5 business days prior to travel departure.

All travel shall follow the Federal Travel Regulations (FTR) which is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirement and Executive branch policies for travel by federal civilian employees and others authorized to travel at government expense. The FTR publication and FTR loose-leaf pages are available at this web site: www.gsa.gov/ftr. The Contractor is required to follow these regulations to the fullest extent possible. Note that Government Travel Per Diem and M&IE is based per location and can be determined at the following web sites: www.gsa.gov/perdiem. Allowable costs will be reimbursed in accordance with FAR 31.205-46, Travel Costs. The Contractor, at invoice submission, shall submit all back-up documents, including but not limited to legible copies of airline receipts, hotel receipts, car rental receipts, and gas/parking/tolls receipts. If the Contractor finds that driving a POV is less expensive than flying to a location, the Government will reimburse by applicable mileage and not fuel costs (www.gsa.gov/mileage). The Contractor may travel to local, domestic, and/or international locations in performance of the PWS tasks.

Local travel will not be reimbursed. Local travel is any travel within a 50-mile radius of any place of performance. ODCs include items directly associated with the PWS and are incidental services for which there is no labor category specified in the associated award: travel, computer usage charges, etc.

All approved international travel must be coordinated with the Government Technical Monitor to ensure compliance and completion of all Status of Force Agreement (SOFA) requirements and special training.

Travel/ODCs are to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount. If additional funds are required, the Contractor must seek modification for increase prior to approval. If the NTE is exceeded without modification and/or approval, the Government reserves the right to reject invoices for travel in excess of the established NTE amount.

Content of Travel Request

Requests for travel approval shall:

- Be submitted in advance of the travel with sufficient time to permit review and approval
- Be summarized by traveler
- Contain the request date and Travel Authorization Number (TAR)
- Include the requesting individual's name and e-mail
- Include the GSA Schedule Number, Task Order Number, and ACT Number
- Specify the Task Order Project Titles
- Specify the traveler, traveler's e-mail address, title and primary duty location;
- Provide the purpose and description of travel
- State the destination(s), origin, departure date, return date, and number of days
- Include travel estimates to include, airfare, lodging, rental car, per diem, mileage, and any reimbursable items (cab fare, parking, gasoline, etc...)
- Specify the associated Contract Line Item Numbers (CLINs)

- Provide the COR's approval signature or email concurrence
- Contain the CO's approval or evidence of approval.

5.0 Materials/Equipment

The need for Materials/Equipment to be furnished by the Contractor is anticipated for this effort. All Materials/Equipment purchases require pre-approval by the Contracting Officer's Representative (COR). Any items with an acquisition cost of \$3,500.00 or greater will require prior approval of the Contracting Officer in writing. Contractor acquired supply purchases will not be allowable as a direct charge on this contract. All contractor acquired supply costs will be charged to contractor overhead. The Contractor shall obtain quotes from at least three (3) different vendors (or to the maximum extent practicable) when procuring materials/equipment.

The Contractor shall procure all materials/equipment in accordance with DFAR 252.251-7000, Ordering from Government Supply Sources. For materials/equipment that cannot be procured utilizing DFAR 252.251-7000, this task order will expressly allow the inclusion of open market items below the micro-purchase threshold. For administrative convenience, "open market" items are defined as items that were not previously priced, evaluated and awarded on the Contractor's GSA Schedule contract.

The Contractor shall apply the applicable GSA negotiated material handling rate for all open market items. The negotiated material handling rate cannot be added to any items purchased under any Government Supply Schedule. The Government requests any available discounts from the GSA Schedule awarded material handling rate. No additional fee or profit is allowed. A Bill of Material detailing items purchased, source obtained from, actual costs, and date of Government acceptance or completed DD 250, Material Inspection and Receiving Report is required to accompany the applicable submitted invoice in order for payment by the Government for Materials/Equipment to be provided.

6.0 Invoice Submission and Requirements

In order to allow effective payment management, the contractor shall follow all instructions. Failure to follow invoice submission instructions or invoice requirements may result in delay of payment or rejection of the contractor's invoice.

6.1 Invoice Submission

The Contractor is required to submit invoices according to block 24 of the GSA Form 300 or Block 18a of the Form 1449.

This electronic invoicing is in lieu of submission via U.S. Mail. Hard copy invoices will not be accepted. The ITSS Solutions Website provides registration/password instructions. Questions can be directed to GSA Finance Customer Support at FW-ClientServices@GSA.Gov or call (800) 676-3690.

In addition, the Contractor is **required** to upload a copy of its invoice, including all backup documentation into ITSS to facilitate prompt payment. ITSS is GSA FAS's business systems portal. The invoice and ITSS process/registration will be discussed in more detail at the post-award meeting.

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Invoices shall be submitted in accordance with the pricing schedule Attachment II _ Price and Cost Spreadsheet. All invoices shall identify the specific contract line item number (CLIN), description of related task as stated in the scope of work of this task order, the billing rate and any applicable units executed. Invoices shall be submitted on an individual basis for requirements as defined in the SOW. Invoices shall be submitted on a monthly basis and are required to be submitted in a timely manner. Invoices that do not meet the minimum requirements shall be rejected.

- (a) Invoices shall be submitted as an original only, unless otherwise specified, to the designated billing office specified in this order.
- (b) Invoices must include the Accounting Control Transaction (ACT) number provided in the order.
- (c) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of this contract, the following information or documentation must be submitted with each invoice:

| | |
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| Contract Number: | To be provided at award |
| Task Order Number: | To be provided |
| ITSS Project Number: | ID08170071 |
| ADN Number: | To be provided |
| Project Title: | Technical, Analytical, and Logistical Support |

7.0 Clauses

52.217-8, Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of Clause)

52.217-9, Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the

Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires.

The preliminary notice does not commit the Government to an extension.

- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years.

(End of Clause)

48 C.F.R. 1552.237-72 Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions. (c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: farsite.hill.af.mil.

(End of Clause)

| CLAUSE NO. | TITLE | DATE |
|-------------------|---|-------------|
| FAR 52.219-14 | LIMITATIONS OF SUBCONTRACTING | NOV 2011 |
| FAR 52.219-6 | NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE | NOV 2011 |
| DFARS | | |
| 252.204-7000 | DISCLOSURE OF INFORMATION | AUG 2013 |
| 252.204-7003 | CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT | APR 1992 |
| 252.211-7007 | REPORTING OF GOVERNMENT-FURNISHED PROPERTY | AUG 2012 |
| 252.227-7015 | Technical Data & Commercial Items (Feb 2014) | FEB 2014 |
| 252.239-7001 | Information Assurance Contractor Training and Certification | JAN 2008 |
| 252.244-7000 | Subcontracts For Commercial Items and Commercial Components | JUN 2013 |
| 252.244-7001 | Contractor Purchasing System Administration | MAY 2014 |
| 252.245-7001 | Tagging, Labeling, and Marking of Government-Furnished Property | APR 2012 |

| | | |
|--------------|--|----------|
| 252.245-7002 | Reporting Loss of Government Property | APR 2012 |
| 252.245-7003 | Contractor Property Management System Administration | APR 2012 |

8.0 Provisions

52.217-5 Evaluation of Options.

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

9.0 Quotation Preparation Instructions

In accordance with the ordering procedures outlined, the Vendor's technical and price quotation is due on 12 September 2017 at 08:00am Mountain Time (MT). The quotation shall be submitted in ITSS with attachments on or before the quotation submission deadline. Written questions will be accepted in writing (email) to brandy.massingale@gsa.gov and copying cheleece.jackson@gsa.gov and must be received on or before 01 September 2017 by 10:00am MT. *Please use (ID08170071) within the subject line.*

The Vendor must provide a technical and price response. Pricing shall be submitted by completing Attachment II. Pricing submission must include sufficient backup detail to review the labor categories and firm-fixed price hourly rate(s), and quantity of hours proposed to accomplish the work associated. Vendor's shall provide additional discounts to their established PSS rates and identify those additional discounts in price back up detail. Other Direct Costs (ODCs) such as travel and materials are authorized for this task order and should be priced out.

10.0 Evaluation Factors and Award Methodology

The Government reserves the right to hold negotiations with a single Vendor or other Vendors as deemed appropriate by the Contracting Officer. Award will be made upon the basis of best value, utilizing trade-offs of non-price factors and price. The Task Order will be awarded to the Vendor whose quotation represents the overall best value to the Government.

The non-price factors are of equal weight and when combined are significantly more important than price. However, as non-price scores draw closer, price will become relatively more important.

This is a notice that this order is a total Small Business set-aside. Only quotes submitted by a Small Business will be accepted by the government. Any quote that is submitted by a contractor that is not a Small Business will not be considered for award.

NON-PRICE FACTORS

The Non-Price quotation must address in detail, each of the factors listed below.

10.1 FACTOR 1 – STAFFING APPROACH

Vendors shall submit a proposed staffing approach which is realistic and meets technical specifications and work quantity requirements in the Performance Work Statement, specifically Subtasks 1 and 2. Approach shall include skill mix, with specific position descriptions, identifying the required experience, education and certifications (when applicable) for each position proposed to meet the requirements of the PWS. If cross-utilization of any positions is proposed, address benefits derived from this approach and clearly describe how this benefits the Government. Vendors are reminded that proposed position descriptions should not depict a particular individual rather the positions required, since any replacement personnel shall fulfill position descriptions proposed. Do not provide names or resumes.

Basis of Evaluation

Staffing approach will be evaluated to determine if it is realistic and all technical specification and work quantity requirements in the PWS can be met through the provided approach. The approach is complete in providing a proposed skill mix which describes position descriptions including experience, education, and certifications required. If cross-utilization of any positions is proposed, the benefits to the Government are clearly described. Unique staffing approaches may be rated more favorably.

10.2 FACTOR 2 – RELEVANT EXPERIENCE

This factor considers the Vendor's experience as a Prime Contractor or as a subcontractor performing Similar Contract/Subcontract/Task Order work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Similar Contract/Subcontract/Task Order work means work which includes design and implementation of training and readiness programs leading to Commander (or equivalent) high level certifications.

For each of the examples of Similar Contract/Subcontract/Task Order Work provided, Vendors should utilize and fill out in its entirety Attachment III – Relevant Experience Data Sheet to demonstrate that it is Similar Contract/Task Order Work that the Vendor has performed as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation. The Government will consider any other information it receives for validation of the Vendor's experience under this Factor 1.

Basis of Evaluation

Vendor should demonstrate it has performed as a Prime Contractor or as a subcontractor at least one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Vendor quotes will be evaluated more favorably to the extent they demonstrate the Vendor has performed as a Prime Contractor or as a subcontractor more than one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. This is the primary basis of evaluation.

10.3 FACTOR 3 - PAST PERFORMANCE

This factor considers the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

If a completed CPARS evaluation report is available for each example of Similar Contract/Task Order Work performed by the Vendor as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation, then the Vendor should submit it with its quote. If there is not a completed CPARS evaluation report for any such example, then the vendor should have the customer submit a completed Past Performance Questionnaire (PPQ) (Attachment IV) for each example for which there is no completed CPARS evaluation report. Vendors shall ensure that the customer sends PPQs directly to the Government points of contact, Brandy Massingale at brandy.massingale@gsa.gov. PPQs that are not sent directly to these Government points of contract by the deadline for submission of quotes will not be considered by the Government.

Basis for Evaluation:

The Government will consider for each of the examples of Similar Contract/Task Order Work performed by the Vendor as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation either (1) the information provided by the point of contact to the Government in response to Attachment IV - Past Performance Questionnaire - PPQ; (2) the completed (by the agency) Contract Performance Assessment Reporting System (CPARS) Evaluation Report submitted by the Vendor by the deadline for submission of quotes in response to this solicitation; or (3) both (1) and (2). The Government may also consider Vendor past performance information it obtains on its own from other sources regarding the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

The Government may use a variety of methods to obtain past performance information including but not limited to personal knowledge of the Vendor's performance, information contained in the Past Performance Information Retrieval System (PPIRS), and other information received.

10.4 PRICE QUOTATION

Submittal Instructions

Utilizing Attachment II – Pricing, Vendors shall submit a firm fixed price (FFP) quotation (base and all option years) for the work identified in the performance work statement. Additionally, vendors are required to submit the pricing backup with in Attachment II. In accordance with the Vendor's established GSA rates; vendors are highly encouraged to provide additional discounts and identify those additional discounts.

Basis of Evaluation

The Government will evaluate the vendor's total price (base and all option years) for the work identified in the performance work statement. GSA has predetermined that prices under GSA Schedule contracts are fair and reasonable with regard to Schedule contracts for services. While GSA has determined that the labor hour (hourly rate) for a labor/skill category on the schedule contract is fair and reasonable, GSA has not determined that the level of effort or mix

of labor/skill categories proposed in response to specific requirements represents the best value or is reasonable, realistic or balanced.

The Government may utilize any price analysis technique to evaluate the vendor's price quotation in order to determine price reasonableness, realism, and balance. The Government may evaluate the price quote by reviewing labor categories and levels of effort quoted by the vendor to successfully accomplish the required services in addition to evaluating the total overall price quotation. Quotes with pricing that is unreasonable, unrealistic, or unbalanced will be rejected as unacceptable and ineligible for award.

11.0 Attachments / appendices / exhibits

Attachment I – Performance Work Statement

Attachment II – Price and Costs Spreadsheet



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In accordance with FAR 8.4

GSA Project Number ID08170071

Professional Services Schedule (PSS)

Special Item Numbers (SIN's) 871 - 5, 874 -1, 874 – 4, 874 - 7

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48 C.F.R. 1552.237-72 Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions. (c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: farsite.hill.af.mil.

(End of Clause)

| CLAUSE NO. | TITLE | DATE |
|-------------------|---|-------------|
| FAR 52.219-14 | LIMITATIONS OF SUBCONTRACTING | NOV 2011 |
| FAR 52.219-6 | NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE | NOV 2011 |
| DFARS | | |
| 252.204-7000 | DISCLOSURE OF INFORMATION | AUG 2013 |
| 252.204-7003 | CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT | APR 1992 |
| 252.211-7007 | REPORTING OF GOVERNMENT-FURNISHED PROPERTY | AUG 2012 |
| 252.227-7015 | Technical Data & Commercial Items (Feb 2014) | FEB 2014 |
| 252.239-7001 | Information Assurance Contractor Training and Certification | JAN 2008 |
| 252.244-7000 | Subcontracts For Commercial Items and Commercial Components | JUN 2013 |
| 252.244-7001 | Contractor Purchasing System Administration | MAY 2014 |
| 252.245-7001 | Tagging, Labeling, and Marking of Government-Furnished Property | APR 2012 |

| | | |
|--------------|--|----------|
| 252.245-7002 | Reporting Loss of Government Property | APR 2012 |
| 252.245-7003 | Contractor Property Management System Administration | APR 2012 |

8.0 Provisions

52.217-5 Evaluation of Options.

Except when it is determined in accordance with FAR 17.206(b) not to be in the Government's best interests, the Government will evaluate offers for award purposes by adding the total price for all options to the total price for the basic requirement. Evaluation of options will not obligate the Government to exercise the option(s).

(End of provision)

9.0 Quotation Preparation Instructions

In accordance with the ordering procedures outlined, the Vendor's technical and price quotation is due on 12 September 2017 at 08:00am Mountain Time (MT). The quotation shall be submitted in **eBuy** with attachments on or before the quotation submission deadline. Written questions will be accepted in writing (email) to brandy.massingale@gsa.gov and copying cheleece.jackson@gsa.gov and must be received on or before 01 September 2017 by 10:00am MT. *Please use (ID08170071) within the subject line.*

The Vendor must provide a technical and price response. Pricing shall be submitted by completing Attachment II. Pricing submission must include sufficient backup detail to review the labor categories and firm-fixed price hourly rate(s), and quantity of hours proposed to accomplish the work associated. Vendor's shall provide additional discounts to their established PSS rates and identify those additional discounts in price back up detail. Other Direct Costs (ODCs) such as travel and materials are authorized for this task order and should be priced out.

10.0 Evaluation Factors and Award Methodology

The Government reserves the right to hold negotiations with a single Vendor or other Vendors as deemed appropriate by the Contracting Officer. Award will be made upon the basis of best value, utilizing trade-offs of non-price factors and price. The Task Order will be awarded to the Vendor whose quotation represents the overall best value to the Government.

The non-price factors are of equal weight and when combined are significantly more important than price. However, as non-price scores draw closer, price will become relatively more important.

This is a notice that this order is a total Small Business set-aside. Only quotes submitted by a Small Business will be accepted by the government. Any quote that is submitted by a contractor that is not a Small Business will not be considered for award.

NON-PRICE FACTORS

The Non-Price quotation must address in detail, each of the factors listed below.

10.1 FACTOR 1 – STAFFING APPROACH

Vendors shall submit a proposed staffing approach which is realistic and meets technical specifications and work quantity requirements in the Performance Work Statement, specifically Subtasks 1 and 2. Approach shall include skill mix, with specific position descriptions, identifying the required experience, education and certifications (when applicable) for each position proposed to meet the requirements of the PWS. If cross-utilization of any positions is proposed, address benefits derived from this approach and clearly describe how this benefits the Government. Vendors are reminded that proposed position descriptions should not depict a particular individual rather the positions required, since any replacement personnel shall fulfill position descriptions proposed. Do not provide names or resumes.

Basis of Evaluation

Staffing approach will be evaluated to determine if it is realistic and all technical specification and work quantity requirements in the PWS can be met through the provided approach. The approach is complete in providing a proposed skill mix which describes position descriptions including experience, education, and certifications required. If cross-utilization of any positions is proposed, the benefits to the Government are clearly described. Unique staffing approaches may be rated more favorably.

10.2 FACTOR 2 – RELEVANT EXPERIENCE

This factor considers the Vendor's experience as a Prime Contractor or as a subcontractor performing Similar Contract/Subcontract/Task Order work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Similar Contract/Subcontract/Task Order work means work which includes design and implementation of training and readiness programs leading to Commander (or equivalent) high level certifications.

For each of the examples of Similar Contract/Subcontract/Task Order Work provided, Vendors should utilize and fill out in its entirety Attachment III – Relevant Experience Data Sheet to demonstrate that it is Similar Contract/Task Order Work that the Vendor has performed as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation. The Government will consider any other information it receives for validation of the Vendor's experience under this Factor 1.

Basis of Evaluation

Vendor should demonstrate it has performed as a Prime Contractor or as a subcontractor at least one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Vendor quotes will be evaluated more favorably to the extent they demonstrate the Vendor has performed as a Prime Contractor or as a subcontractor more than one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. This is the primary basis of evaluation.

10.3 FACTOR 3 - PAST PERFORMANCE

This factor considers the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

If a completed CPARS evaluation report is available for each example of Similar Contract/Task Order Work performed by the Vendor as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation, then the Vendor should submit it with its quote. If there is not a completed CPARS evaluation report for any such example, then the vendor should have the customer submit a completed Past Performance Questionnaire (PPQ) (Attachment IV) for each example for which there is no completed CPARS evaluation report. Vendors shall ensure that the customer sends PPQs directly to the Government points of contact, Brandy Massingale at brandy.massingale@gsa.gov. PPQs that are not sent directly to these Government points of contract by the deadline for submission of quotes will not be considered by the Government.

Basis for Evaluation:

The Government will consider for each of the examples of Similar Contract/Task Order Work performed by the Vendor as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation either (1) the information provided by the point of contact to the Government in response to **Attachment III - Past Performance Questionnaire - PPQ**; (2) the completed (by the agency) Contract Performance Assessment Reporting System (CPARS) Evaluation Report submitted by the Vendor by the deadline for submission of quotes in response to this solicitation; or (3) both (1) and (2). The Government may also consider Vendor past performance information it obtains on its own from other sources regarding the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

The Government may use a variety of methods to obtain past performance information including but not limited to personal knowledge of the Vendor's performance, information contained in the Past Performance Information Retrieval System (PPIRS), and other information received.

10.4 PRICE QUOTATION

Submittal Instructions

Utilizing Attachment II – Pricing, Vendors shall submit a firm fixed price (FFP) quotation (base and all option years) for the work identified in the performance work statement. Additionally, vendors are required to submit the pricing backup with in Attachment II. In accordance with the Vendor's established GSA rates; vendors are highly encouraged to provide additional discounts and identify those additional discounts.

Basis of Evaluation

The Government will evaluate the vendor's total price (base and all option years) for the work identified in the performance work statement. GSA has predetermined that prices under GSA Schedule contracts are fair and reasonable with regard to Schedule contracts for services. While GSA has determined that the labor hour (hourly rate) for a labor/skill category on the schedule contract is fair and reasonable, GSA has not determined that the level of effort or mix

of labor/skill categories proposed in response to specific requirements represents the best value or is reasonable, realistic or balanced.

The Government may utilize any price analysis technique to evaluate the vendor's price quotation in order to determine price reasonableness, realism, and balance. The Government may evaluate the price quote by reviewing labor categories and levels of effort quoted by the vendor to successfully accomplish the required services in addition to evaluating the total overall price quotation. Quotes with pricing that is unreasonable, unrealistic, or unbalanced will be rejected as unacceptable and ineligible for award.

11.0 Attachments / appendices / exhibits

Attachment I – Performance Work Statement

Attachment II – Price and Costs Spreadsheet

Attachment III - Past Performance Questionnaire



REQUEST FOR QUOTES (RFQ)

In accordance with FAR 8.4

GSA Project Number ID08170071

Professional Services Schedule (PSS)

Special Item Numbers (SIN's) 871 - 5, 874 -1, 874 – 4, 874 - 7

Small Business Set-Aside

Advisory and assistance services support for Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in support of the management of the JTFHQ Training and Readiness Program reporting directly to the Commander, United States Northern Command (CDRUSNORTHCOM)

Quotes Requested by
U.S. General Services Administration
Federal Acquisition Service, Office of Assisted Acquisitions
Rocky Mountain Region

Issue Date: August 30th, 2017
RFQ Close Date: September 12th, 2017

1.0 Order Type

This Request for Quote (RFQ) is a firm-fixed price performance based task order against the GSA Professional Services Schedule (PSS) for services described within the Performance Work Statement (PWS). The General Services Administration (GSA), Federal Acquisition Service (FAS) will award this order on behalf of the Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in Peterson AFB, CO.

1.1 Pricing Information

All prices shall be submitted in accordance with the pricing instructions and Attachment II.

2.0 Performance Work Statement (PWS)

The Performance Work Statement (PWS) is included as Attachment I to this task order.

2.1 Period of Performance

The period of performance of this task order is a base period of twelve (12) months and four (4) additional option years for 12 months each. These specific dates are estimates.

| | |
|---------------|--------------------------------------|
| Base Year | November 01, 2017 – October 31, 2018 |
| Option Year 1 | November 01, 2018 – October 31, 2019 |
| Option Year 2 | November 01, 2019 – October 31, 2020 |
| Option Year 3 | November 01, 2020 – October 31, 2021 |
| Option Year 4 | November 01, 2021 – October 31, 2022 |

3.0 Roles and Responsibilities

Identification of all government personnel, including their specific roles and responsibilities:

3.1 Contracting Officer

| | |
|--------------------|--|
| Brandy Massingale: | GSA FAS |
| Telephone Number: | (303) 518-8762 |
| Electronic Mail: | brandy.massingale@gsa.gov |

3.2 Contract Specialist

| | |
|-------------------|--|
| Cheleece Jackson: | GSA FAS (Contractor) |
| Telephone Number: | (303) 462-5093 |
| Electronic Mail: | cheleece.jackson@gsa.gov |

3.3 Contracting Officer’s Representative

To be provided upon award

| | |
|-------------------|----------------|
| Telephone Number: | To be provided |
| Electronic Mail: | To be provided |

4.0 Travel

Travel/Other Direct Costs (ODCs) are anticipated for this effort. Government authorization is required prior to any travel. The Contractor shall submit an applicable Travel Request to the Contracting Office at least 5 business days prior to travel departure.

All travel shall follow the Federal Travel Regulations (FTR) which is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirement and Executive branch policies for travel by federal civilian employees and others authorized to travel at government expense. The FTR publication and FTR loose-leaf pages are available at this web site: www.gsa.gov/ftr. The Contractor is required to follow these regulations to the fullest extent possible. Note that Government Travel Per Diem and M&IE is based per location and can be determined at the following web sites: www.gsa.gov/perdiem. Allowable costs will be reimbursed in accordance with FAR 31.205-46, Travel Costs. The Contractor, at invoice submission, shall submit all back-up documents, including but not limited to legible copies of airline receipts, hotel receipts, car rental receipts, and gas/parking/tolls receipts. If the Contractor finds that driving a POV is less expensive than flying to a location, the Government will reimburse by applicable mileage and not fuel costs (www.gsa.gov/mileage). The Contractor may travel to local, domestic, and/or international locations in performance of the PWS tasks.

Local travel will not be reimbursed. Local travel is any travel within a 50-mile radius of any place of performance. ODCs include items directly associated with the PWS and are incidental services for which there is no labor category specified in the associated award: travel, computer usage charges, etc.

All approved international travel must be coordinated with the Government Technical Monitor to ensure compliance and completion of all Status of Force Agreement (SOFA) requirements and special training.

Travel/ODCs are to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount. If additional funds are required, the Contractor must seek modification for increase prior to approval. If the NTE is exceeded without modification and/or approval, the Government reserves the right to reject invoices for travel in excess of the established NTE amount.

Content of Travel Request

Requests for travel approval shall:

- Be submitted in advance of the travel with sufficient time to permit review and approval
- Be summarized by traveler
- Contain the request date and Travel Authorization Number (TAR)
- Include the requesting individual's name and e-mail
- Include the GSA Schedule Number, Task Order Number, and ACT Number
- Specify the Task Order Project Titles
- Specify the traveler, traveler's e-mail address, title and primary duty location;
- Provide the purpose and description of travel
- State the destination(s), origin, departure date, return date, and number of days
- Include travel estimates to include, airfare, lodging, rental car, per diem, mileage, and any reimbursable items (cab fare, parking, gasoline, etc...)
- Specify the associated Contract Line Item Numbers (CLINs)

- Provide the COR's approval signature or email concurrence
- Contain the CO's approval or evidence of approval.

5.0 Materials/Equipment

The need for Materials/Equipment to be furnished by the Contractor is anticipated for this effort. All Materials/Equipment purchases require pre-approval by the Contracting Officer's Representative (COR). Any items with an acquisition cost of \$3,500.00 or greater will require prior approval of the Contracting Officer in writing. Contractor acquired supply purchases will not be allowable as a direct charge on this contract. All contractor acquired supply costs will be charged to contractor overhead. The Contractor shall obtain quotes from at least three (3) different vendors (or to the maximum extent practicable) when procuring materials/equipment.

The Contractor shall procure all materials/equipment in accordance with DFAR 252.251-7000, Ordering from Government Supply Sources. For materials/equipment that cannot be procured utilizing DFAR 252.251-7000, this task order will expressly allow the inclusion of open market items below the micro-purchase threshold. For administrative convenience, "open market" items are defined as items that were not previously priced, evaluated and awarded on the Contractor's GSA Schedule contract.

The Contractor shall apply the applicable GSA negotiated material handling rate for all open market items. The negotiated material handling rate cannot be added to any items purchased under any Government Supply Schedule. The Government requests any available discounts from the GSA Schedule awarded material handling rate. No additional fee or profit is allowed. A Bill of Material detailing items purchased, source obtained from, actual costs, and date of Government acceptance or completed DD 250, Material Inspection and Receiving Report is required to accompany the applicable submitted invoice in order for payment by the Government for Materials/Equipment to be provided.

6.0 Invoice Submission and Requirements

In order to allow effective payment management, the contractor shall follow all instructions. Failure to follow invoice submission instructions or invoice requirements may result in delay of payment or rejection of the contractor's invoice.

6.1 Invoice Submission

The Contractor is required to submit invoices according to block 24 of the GSA Form 300 or Block 18a of the Form 1449.

This electronic invoicing is in lieu of submission via U.S. Mail. Hard copy invoices will not be accepted. The ITSS Solutions Website provides registration/password instructions. Questions can be directed to GSA Finance Customer Support at FW-ClientServices@GSA.Gov or call (800) 676-3690.

In addition, the Contractor is **required** to upload a copy of its invoice, including all backup documentation into ITSS to facilitate prompt payment. ITSS is GSA FAS's business systems portal. The invoice and ITSS process/registration will be discussed in more detail at the post-award meeting.

6.2 Invoice Requirements

Invoices shall be submitted in accordance with the pricing schedule Attachment II _ Price and Cost Spreadsheet. All invoices shall identify the specific contract line item number (CLIN), description of related task as stated in the scope of work of this task order, the billing rate and any applicable units executed. Invoices shall be submitted on an individual basis for requirements as defined in the SOW. Invoices shall be submitted on a monthly basis and are required to be submitted in a timely manner. Invoices that do not meet the minimum requirements shall be rejected.

- (a) Invoices shall be submitted as an original only, unless otherwise specified, to the designated billing office specified in this order.
- (b) Invoices must include the Accounting Control Transaction (ACT) number provided in the order.
- (c) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of this contract, the following information or documentation must be submitted with each invoice:

| | |
|----------------------|---|
| Contract Number: | To be provided at award |
| Task Order Number: | To be provided |
| ITSS Project Number: | ID08170071 |
| ADN Number: | To be provided |
| Project Title: | Technical, Analytical, and Logistical Support |

7.0 Clauses

52.217-8, Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of Clause)

52.217-9, Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the

Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires.

The preliminary notice does not commit the Government to an extension.

- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 4 years.

(End of Clause)

48 C.F.R. 1552.237-72 Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions. (c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

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Clauses Incorporated by Reference (Feb 1998)

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| 252.245-7002 | Reporting Loss of Government Property | APR 2012 |
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52.217-5 Evaluation of Options.

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(End of provision)

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Basis of Evaluation

Staffing approach will be evaluated to determine if it is realistic and all technical specification and work quantity requirements in the PWS can be met through the provided approach. The approach is complete in providing a proposed skill mix which describes position descriptions including experience, education, and certifications required. If cross-utilization of any positions is proposed, the benefits to the Government are clearly described. Unique staffing approaches may be rated more favorably.

10.2 FACTOR 2 – RELEVANT EXPERIENCE

This factor considers the Vendor's experience as a Prime Contractor or as a subcontractor performing Similar Contract/Subcontract/Task Order work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Similar Contract/Subcontract/Task Order work means work which includes design and implementation of training and readiness programs leading to Commander (or equivalent) high level certifications.

For each of the examples of Similar Contract/Subcontract/Task Order Work provided, Vendors should utilize and fill out in its entirety **Attachment IV – Relevant Experience Data Sheet** to demonstrate that it is Similar Contract/Task Order Work that the Vendor has performed as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation. The Government will consider any other information it receives for validation of the Vendor's experience under this Factor 1.

Basis of Evaluation

Vendor should demonstrate it has performed as a Prime Contractor or as a subcontractor at least one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. Vendor quotes will be evaluated more favorably to the extent they demonstrate the Vendor has performed as a Prime Contractor or as a subcontractor more than one (1) example of Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation. This is the primary basis of evaluation.

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This factor considers the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

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Basis for Evaluation:

The Government will consider for each of the examples of Similar Contract/Task Order Work performed by the Vendor as a Prime Contractor or as a subcontractor for at least one (1) year within the last five (5) years prior to issuance of the solicitation either (1) the information provided by the point of contact to the Government in response to **Attachment III - Past Performance Questionnaire - PPQ**; (2) the completed (by the agency) Contract Performance Assessment Reporting System (CPARS) Evaluation Report submitted by the Vendor by the deadline for submission of quotes in response to this solicitation; or (3) both (1) and (2). The Government may also consider Vendor past performance information it obtains on its own from other sources regarding the Vendor's past performance as a Prime Contractor or as a subcontractor performing Similar Contract/Task Order Work for at least one (1) year within the last five (5) years prior to issuance of the solicitation.

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10.4 PRICE QUOTATION

Submittal Instructions

Utilizing Attachment II – Pricing, Vendors shall submit a firm fixed price (FFP) quotation (base and all option years) for the work identified in the performance work statement. Additionally, vendors are required to submit the pricing backup with in Attachment II. In accordance with the Vendor's established GSA rates; vendors are highly encouraged to provide additional discounts and identify those additional discounts.

Basis of Evaluation

The Government will evaluate the vendor's total price (base and all option years) for the work identified in the performance work statement. GSA has predetermined that prices under GSA Schedule contracts are fair and reasonable with regard to Schedule contracts for services. While GSA has determined that the labor hour (hourly rate) for a labor/skill category on the schedule contract is fair and reasonable, GSA has not determined that the level of effort or mix

of labor/skill categories proposed in response to specific requirements represents the best value or is reasonable, realistic or balanced.

The Government may utilize any price analysis technique to evaluate the vendor's price quotation in order to determine price reasonableness, realism, and balance. The Government may evaluate the price quote by reviewing labor categories and levels of effort quoted by the vendor to successfully accomplish the required services in addition to evaluating the total overall price quotation. Quotes with pricing that is unreasonable, unrealistic, or unbalanced will be rejected as unacceptable and ineligible for award.

11.0 Attachments / appendices / exhibits

Attachment I – Performance Work Statement

Attachment II – Price and Costs Spreadsheet

Attachment III - Past Performance Questionnaire

Attachment IV – Relevant Experience Data
Sheet

PERFORMANCE WORK STATEMENT
FOR
NORAD-USNORTHCOM/J7 ADVISORY & ASSISTANCE
JOINT TASK FORCE HEADQUARTERS (JTFHQ) TRAINING AND READINESS
PROGRAM MANAGEMENT

23 AUG 2017

1.0. ORGANIZATION BEING SUPPORTED: HQ N&NC/J7
250 Vandenberg St, STE B016
Peterson AFB, CO 80919-4650

1.1. J72 MISSION: To facilitate an education and academic training and readiness program to ensure NORAD and USNORTHCOM Command personnel are ready to accomplish the Commands' missions. J72 provides training tools adapted to the Commands' training audience needs, such as online learning, small group scenario training (SGST), tabletop exercises (TTX), and mobile training teams (MTTs). Additionally, J72 develops and delivers courses for new arrival orientation and Defense Support of Civil Authorities (DSCA); including Dual Status Commander (DSC) qualification training. Finally, J72 validates the training programs of each of the Commands' training audiences.

1.2. OVERVIEW OF SERVICES REQUIRED: The offeror will support Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in support of the management of the JTFHQ Training and Readiness Program reporting directly to the Commander, United States Northern Command (CDRUSNORTHCOM). The JTFHQ Training and Readiness Program is designed to prepare CDRUSNORTHCOM-designated service headquarters and USNORTHCOM subordinate JTFs and Joint Force Headquarters (JFHQs) to establish a set of flexible and scalable command, control, and communication (C3) options to ensure efficient and effective support to Civil Authorities for the full range of DSCA response operations. These C3 options will enhance unity of command/unity of effort within the context of the National Incident Management System/Incident Command System for DSCA response operations. These options will provide operational-level, all-domain solutions. This training and readiness program will ensure these USNORTHCOM forces are ready and capable to operate as a JTFHQ in any DSCA environment. The end state of this larger effort is resourced, trained, and ready JTFHQs prepared to support Civil Authorities across the full range of DSCA response operations.

2.0. SPECIFIC REQUIREMENTS

2.1. SUB TASK 1. PUBLICATIONS, DOCUMENTATION, AND REPORTING REQUIREMENTS

2.1.1. Contractor shall review Joint Publication 3-33 (JP 3-33), Joint Publication 1, CJCSM 3500.03E, and all other DOD, CJCS, Joint Staff, and N&NC guidance and publications regarding the formation, training, and readiness of JTFHQs in order to incorporate updates and changes in the USNORTHCOM program.

2.1.2. Contractor shall maintain current with USNORTHCOM JTFHQ Training and Readiness Program documentation and instructions by; incorporating lessons learned and revised higher headquarters guidance as needed into the Command system of record; coordinate revision of program documentation and instructions with HQ USNORTHCOM staff, components, and subordinates; and obtain approval of the revised documentation at the appropriate level.

2.1.3. Contractor shall create an annual report on the contract award anniversary for N&NC/J7 that will document the following: Program accomplishments, point of contact (POC), lessons learned, outstanding issues, programs shortfalls and recommendations for remediation, and maintain a schedule of planned activities and events for the following three years. (CDRL 0010)

2.1.4. Contractor shall provide N&NC/J7 monthly progress, status and cost reports for all incrementally funded tasks. The reports shall include a one page executive summary and separable individual summaries of all active tasks. The executive summary shall provide details on the programmatic, schedule and cost of the overall task order. The individual task summaries shall include a technical abstract, project milestones, technical and financial status and any significant issues.

2.1.5. The contractor shall provide technical reports, studies, and test reports as required to N&NC/J7.

2.1.6. Contractor shall attend meetings, conferences, briefings, seminars, and assist in the production of JTFHQ Training Plans, Joint Manning Documents (JMDs), Joint Manning Plans (JMPs), Joint Mission-Essential Equipment Lists (JMEELs), Joint Mission-Essential Task List (JMETLs), Time Phased Force Deployment Data Lists (TPFDDLs), and other associated documents as well as the developing and/or updating of supporting Publications, Documents, Reports, and Process Management documents. (CDRL 0006)

2.1.7 ESTIMATED WORKLOAD:

| Project Type | Frequency |
|--|------------------|
| 2.1.1. Review DOD and CJCS guidance and publications | 1 per month |
| 2.1.2. Maintain current USNORTHCOM program documentation | 1 per year |
| 2.1.3. Publish annual report | 1 per year |
| 2.1.4. Publish Monthly cost reports | 1 per month |
| 2.1.5. Provide technical reports, studies, and test reports as required. | 1 per week |

| | |
|---|------------|
| 2.1.6. Attend meetings, conferences, briefings, seminars and produce documentation as required. | 2 per week |
|---|------------|

2.2. SUBTASK 2. JTF TRAINING AND READINESS PROCESS MANAGEMENT

2.2.1. Contractor shall review JP 3-33, for understanding and monitoring of training and readiness implementation, JTFHQ operational plans, training plans, and concept of operations immediately upon contract award. JTF operational and planning documentation will be made available by N&NC/J7 upon contract award.

2.2.2. Contractor shall record, manage, and respond to requests for information received from N&NC leadership, N&NC Directorates, and N&NC subordinates and component HQ staffs regarding the USNORTHCOM JTFHQ Training and Readiness process.

2.2.3. Contractor shall maintain current a list of HQ USNORTHCOM functional area subject matter experts (SME's) assigned by their organizations to support the JTFHQ readiness process.

2.2.4. Contractor shall maintain current a list of training and readiness POCs at all USNORTHCOM designated and standing JTFHQs, and will ensure these POCs are integrated into the training and readiness process.

2.2.5. Contractor shall plan, schedule, prepare presentations, be prepared to lead, facilitate, and record and distribute minutes from periodic JTFHQ Training and Readiness Working Group meetings. The purpose of the various meetings is to plan, coordinate, and execute training and readiness process activities among staff agencies. The attendees will be the HQ USNORTHCOM SMEs and, as needed, the JTFHQ Training and Readiness POCs from appropriate JTFHQs. The agenda will as a minimum include: review of requirements for training and readiness; evaluation of progress in meeting training and readiness criteria; short-ranged planning; and identification of issues and recommended solutions. Meetings will be conducted on an ongoing cyclical basis, but at least quarterly. (CDRL 0006)

2.2.6. Contractor shall review, evaluate, and make recommendations to the JTFHQ POCs to ensure training and exercise schedules accommodate the objectives of JTFHQ while meeting N&NC training and readiness requirements, evaluate training and exercise schedules, and coordinate Commander's Training Guidance (CTG) and Joint Training Plan (JTP).

2.2.7. Contractor shall develop and provide for Government acceptance criteria completion timelines for each designated and standing JTFHQ, and monitor compliance with scheduled JTFHQ Training and Readiness requirements.

2.2.8. Contractor shall assist with the coordination of the Joint Staff J7 and other combatant commands to ensure required support for the USNORTHCOM JTF readiness program is provided.

2.2.9. Contractor shall regularly identify and incorporate best practices and lessons learned from Joint Staff J7 and other combatant command readiness programs into the JTFHQ Training and Readiness Program and update the Command's systems of record which are currently the Joint Lessons Learned Information System (JLLIS) and the Joint Training Information Management System (JTIMS).

2.2.10. Contractor shall assist the Government with ensuring JTFHQ readiness requirements are included in the N&NC Joint Event Life Cycle (JELC) planning process for designated exercises.

2.2.11. Contractor shall facilitate coordination between JTFs, N&NC, subordinate, and components' staffs, exercise executive agents, and exercise action officers to develop common training objectives supporting JTFHQ training and readiness requirements.

2.2.12. Contractor shall assist the Government in the development of requirements for and coordinate the use of appropriate live, virtual and constructive (LVC) simulation environments to support JTFHQ training and readiness.

2.2.13. Contractor shall be prepared to assist JTFHQs conducting planning, exercise or training events that support completion criteria, to include travel to planning, exercise and training venues as required by the Government.

2.2.14. Contractor shall, as an integral part of J72, be prepared to attend meetings, conferences, briefings and adhere to, participate in, and maintain N&NC administrative and operational SOPs, daily routines, and directorate events.

2.2.15. Provide Joint Training subject matter expertise to assist in planning, synchronization, execution, and assessment of JTF-Capable HQ preparations, and to facilitate support to designated HQs in order to establish, organize, or operate as JTF HQ. These responsibilities include "but are not limited to":

2.2.15.1. Provide N&NC, Service Staffs, and tasked JTF HQ with proposed readiness requirements and sustainment options for meeting assigned JTF HQ Joint Tasks.

2.2.15.2. Event planning, synchronization, and execution support for JTF HQ Formation Events, Communication Events, and designated CCMD Joint Exercises.

2.2.15.3. Academics planning and execution support to JTF-Capable HQ.

2.2.15.4. Assist in the development of a capability sustainment plan for a JTF-Capable HQ.

2.2.15.5. Disseminate insights, common challenges, and best practices for JTF HQs from initial formation through readiness sustainment.

2.2.15.6. Coordinate refinement of JTF HQ CONOPS and JTF HQ Readiness model.

2.3.16 ESTIMATED WORKLOAD

| Project Type | Frequency |
|---|-------------------|
| 2.2.1. Review JTFHQ plans and concepts of operations | 2 per year |
| 2.2.2. Record, manage, and respond to requests for information | 5 per week |
| 2.2.3. Maintain a list of functional HQ USNORTHCOM functional area SMEs | 1 per month |
| 2.2.4. Maintain a list of readiness POCs at all JTFHQs | 1 per month |
| 2.2.5. Facilitate JTF Readiness Working Group meetings | Up to 16 per year |
| 2.2.6. Review, evaluate, and make recommendations to the JTFHQ POCs to ensure training and exercise schedules accommodate the objectives of JTFHQ while meeting N&NC training and readiness requirements, evaluate training and exercise schedules, and coordinate Commander's Training Guidance and JTP. | 1 per month |
| 2.2.7. Develop and monitor training and readiness criteria completion timelines | 1 per week |
| 2.2.8. Coordinate with other combatant commands | 1 per month |
| 2.2.9. Identify and incorporate Best Practices and Lessons Learned into the command system of record. | 4 per year |
| 2.2.10. Assist with JTFHQ Training and Readiness requirements in the JELC | 6 per year |
| 2.2.11. Develop common training objectives supporting JTFHQ training and readiness requirements. | 6 per year |
| 2.2.12. Develop requirements for and coordinate the use of appropriate live, virtual and constructive (LVC) simulation environments | 4 per year |
| 2.2.13. Conduct planning, exercise or training events that support completion criteria, to include travel to planning, exercise and training venues as required by the Government | 1 per year |
| 2.2.14. Attend meetings, conferences, briefings and adhere to, participate in, and maintain N&NC administrative and operational SOPs, daily routines, and directorate events. | 2 per week |
| 2.2.15. Provide Joint Training subject matter expertise to assist in planning, synchronization, execution, and assessment of JTF-Capable HQ | 1 per week |

3.0 SERVICE SUMMARY

| Performance Objective | PWS Para. | Performance Threshold |
|---|-----------------|---|
| (SS-1) Provide timely, accurate technical and analytical advice, guidance and products as required by this task order. | 2.1, 2.2, 5.8.1 | <ul style="list-style-type: none">Contractor provides accurate technical and analytical advice, guidance and products (i.e. CDRLs) within the specified schedule identified in this task order. Contractor receives no more than one customer complaint/ Performance Assessment Report (PAR) per year for this task order.Contractor successfully resolves any customer complaint within 10 calendar days of receipt or less time as specified in this task order. |
| (SS-2) Provide timely response to time-sensitive requirements, including short notice requirements, real world and crisis event surge support, exercise support and a large number of requirements in a short period. | 2.1, 2.2 | Contractor receives no more than one customer complaint/ Performance Assessment Report (PAR) per year. |

3.1 DELIVERABLES

| Deliverable | PWS Para. | Frequency |
|--|--------------|-------------|
| Annual Report | 2.1.3 | Annually |
| Monthly Progress, Status and cost Reports | 2.1.4; 5.8.1 | Monthly |
| Technical Reports, Studies, and Test Reports | 2.1.5 | As Required |
| Government Property Tracking Report | 4.1.1 | As Required |

4.0. GOVERNMENT-FURNISHED RESOURCES AND SERVICES:

4.1. GOVERNMENT-FURNISHED RESOURCES

4.1.1. **HARDWARE:** All Automated Data Processing equipment (computers, printers, copiers, fax, NIPR and SIPR email accounts, etc.) associated with the performance of this contract in Government facilities will be provided by the Government, unless otherwise directed and coordinated. The contractor shall track all Government furnished property placed under the care of it staff, and shall ensure that Government property is returned in to the Government in good order if a staff member departs or this contract ends.

4.1.2. **SOFTWARE:** All software associated with the performance of this contract in Government facilities will be provided by the Government.

4.2. GOVERNMENT FURNISHED RESOURCES:

4.2.1. **FACILITIES, SUPPLIES, AND SERVICES:** N&NC/J7 will furnish workspace for up to five personnel in the Building 1470 on Peterson AFB, including desk space, chairs, computers connected to NIPRNET access, SIPRNET access, use of telephones, copier and fax machines. Any additional personnel will be required to work in the Contractor's facility.

4.2.2. **INFORMATION SOURCES:** Government personnel will provide technical input, answer questions, review/approve completed work, and provide feedback regarding contractor efforts. COR will be the primary source of technical guidance for this contract.

4.2.3. **GOVERNMENT-FURNISHED INFORMATION:** Copies of reference materials cited in PWS paragraph 2.0 and subparagraphs will be provided to the contractor.

4.3. **MATERIALS AND OTHER DIRECT COSTS (ODCs):** Materials and ODCs are not subject to profit, and may not include any mark-up, fees, or overhead expenses. The contractor shall obtain advance Contracting Officer approval for ODCs in support of the task order. The CO for this contract and for administration further reserves the right to request additional supporting receipts and/or vouchers to verify any costs.

5.0. GENERAL INFORMATION

5.1. **SECURITY.** All personnel assigned to this task order must possess a TOP SECRET United States Government security clearance with SCI eligibility prior to beginning work on this PWS. Contractor personnel shall not divulge any information about files, data, processing activities or functions, USERIDs, passwords or other

information to anyone not authorized access to such information. Contractor personnel shall abide by all N&NC rules, procedures and standards of conduct.

5.2. ACCESS TO GOVERNMENT PROPERTY AND FACILITIES: The Contractor shall be allowed non-escorted access to Government buildings on Peterson AFB/Cheyenne Mountain Air Force Station, and other sites, consistent with task requirements. Contractor personnel may also enter facilities where escorted access is mandatory. If so, Contractor personnel shall be notified before entering the facility. Access to government facilities, documents, and systems shall be in accordance with DD Form 254, and Department of Defense Contract Security Classification Specifications.

5.3. TRAVEL: Contractor shall obtain advance COR approval for travel in support of N&NC/J7 mission requirements. The contractor shall provide trip reports within 5 business days of the completion of travel. (CDRL 0006). Government will only pay for travel expenses outside the normal commuting distance designated for Government personnel. All travel shall be invoiced in accordance with the Joint Travel Regulations (JTR) <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Note: Profit, fees, or overhead are not authorized for travel expenses.

5.3.1. Contingency Travel: On occasion, when requested by COR, the Contractor will provide quick-response support to accelerated timelines for completion of the tasks described under paragraph 2.0 which may include travel to deployed locations.

5.3.2. Non-Contingency Travel: Travel away from the normal duty location shall be performed as approved by COR.

NC/J721 Projected Travel (per 12 months)

| Destination | Number of Trips | # of People | Duration (Not including travel time) |
|-------------|-----------------|-------------|--------------------------------------|
| CONUS | 24 | 2 | 5 days |
| OCONUS | 4 | 2 | 5 |

5.4. PRODUCT OWNERSHIP. All products produced by the Contractor in the performance of this contract are the property of the Government.

5.4.1. RECORDS MANAGEMENT: The contractor shall comply with NNCI 33-194, Information Governance series instructions. In addition, the following requirements apply:

5.4.1.1. Contractor shall treat all deliverables under the contract as the property of the Government for which the Government shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

5.4.1.2. Contractor shall not use Government IT equipment and/or Government records to create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

5.4.1.3. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.

5.4.1.4. Contractor shall not create or maintain any records containing any Government records that are not specifically tied to or authorized by the contract.

5.4.1.5. The Government owns the rights to all data/records produced as part of this contract.

5.4.1.6. The Government owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the Government to use the data.

5.4.1.7. Contractor agrees to comply with Government records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

5.4.1.8. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Government and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Government records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Government or destroyed without regard to the provisions of the Government records schedules.

5.4.1.9. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government guidance for protecting sensitive and proprietary information.

5.5. PROPRIETARY DATA.

5.5.1. The Contractor shall request government approval prior to the use of any proprietary data or software tools to fulfill the requirements of this contract.

5.5.2. The Contractor shall be provided access to information required to accomplish assigned tasks commensurate with security clearance and on a need to know basis.

5.5.3. During the contract period, all data pertaining to this contract shall be returned to the Government upon contract expiration. The Contractor shall not retain classified or unclassified material generated or received under this contract after the contract ends without approval of the appropriate office of primary responsibility.

5.5.4. The Government has unlimited rights to all deliverables developed under this contract. The Contractor shall not use any materials pertaining to this contract for business development or any other vendor strategic purposes.

5.5.5. Contractor personnel will be required to Government sign non-disclosure agreements prior to start of work.

5.6. HOURS OF WORK. The Contractor shall provide performance coverage to the Government from 0700-1700; N&NC core work hours are 0800-1600, and most support will be required during those hours. Requirements may arise with little or no notice (e.g. an exercise or real-world contingency) requiring work hours occurring at night and on weekends in support of Directorate and Command mission requirements. A contact phone number of the Task Lead shall be provided to COR for short-notice night and short-notice weekend support.

5.6.1. EMERGENCY CLOSURES: Contractors shall take all appropriate actions to notify their employees of closure/delayed reporting and make alternate work/schedule arrangements, if necessary. The Contractor may call the adverse weather number, 556-7669, for the daily reporting procedure status. This applies to emergency situations only. Facilities will remain open for Contractor personnel during unscheduled Federal closures (e.g., National Day of Mourning) or other instances where Government employees are granted administrative leave in non-emergency situations.

5.7. PERIOD OF PERFORMANCE: The periods of performance for this task order are:

| Period | Start Date | End Date |
|---------------|------------|-------------|
| Base Year | 1 Sep 2017 | 31 Aug 2018 |
| Option Year 1 | 1 Sep 2018 | 31 Aug 2019 |
| Option Year 2 | 1 Sep 2019 | 31 Aug 2020 |
| Option Year 3 | 1 Sep 2020 | 31 Aug 2021 |
| Option Year 4 | 1 Sep 2021 | 31 Aug 2022 |

5.8. MANAGEMENT: The contractor shall appoint a project manager who shall coordinate with COR to obtain and clarify contract requirements and who will be responsible for the daily control and supervision of contractor's employees. The Project Manager shall ensure the contractor's employees understand the prohibitions imposed on the U.S. Government regarding personal services contracts and will report instances where the Government attempts to control or supervise contractors' employees to COR or contracting officer immediately. Contractor shall ensure its personnel identify themselves as contractors in accordance with applicable N&NC directives and

instructions. Contractor shall ensure its personnel do not perform any inherently governmental activities. Contractor shall ensure its personnel do not attempt to represent the Government of the United States or N&NC to any other person or entity, U.S. or foreign.

5.8.1. MONTHLY STATUS REPORT: The contractor shall keep the Contracting Officer Representative (COR) informed of all activities via verbal communication and status reports. The reports shall include the status of resources, resolution of previously reported problems, summary of the preceding month's accomplishments, new problems encountered (if any), plans for the following month, and the planned deliverables for the next month. Any changes in deliverable schedules for the original task plan will be noted. (CDRL 0007, 0009)

5.9. SERVICES DURING CRISIS:

The performance of these services is not considered to be mission essential during times of crisis. Should a crisis be declared impacting performance under this contract, the Contracting Officer will verbally advise the contractor of the revised requirements, followed by a written notification. The contracting officer will further notify the contractor verbally when the crisis has ended with written notification to follow.

6.0. CONTRACTOR MANPOWER ACCOUNTING REPORTING REQUIREMENT: The Contractor shall report all contractor manpower required for the performance of this requirement. Enterprise Contractor Manpower Reporting Application (eCMRA) shall be reported on all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this requirement via a secure data collection site. The Contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the CMRA help desk.

Base Period

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 0001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 0002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 0003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000 00 |
| Base Period Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 1

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 1001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 1002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 1003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000 00 |
| Option Period 1 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 2:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 2001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 2002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 2003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000 00 |
| Option Period 2 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 3:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 3001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 3002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |

| | | | | | |
|-----------------------|---|---|-----|--|--------------|
| 3003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000 00 |
| Option Period 3 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 4:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 4001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 4002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 4003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000 00 |
| Option Period 4 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

| BASE YEAR | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 0001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 0002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 1 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 1001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 1002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 2 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 2001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 2002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 3 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 3001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 3002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 4 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 4001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |

CLIN 4002

| | | | | | |
|----------------|--|--|--|--|------|
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| | | | | | |
| Total | | | | | 0.00 |

Base Period

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 0001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 0002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 0003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Base Period Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 1

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 1001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 1002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 1003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 1 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 2

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 2001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 2002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 2003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 2 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 3

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 3001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 3002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 3003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 3 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 4

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|------------|--------------|
| 4001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 4002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$ _____ | \$ _____ |
| 4003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 4 Total | | | | | |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

| BASE YEAR | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 0001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 0002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 1 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 1001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 1002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 2 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 2001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 2002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 3 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 3001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 3002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

| OPTION YEAR 4 | | | | | |
|------------------|-------|----------|-------------------|------------|---------------|
| Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 4001 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| CLIN 4002 | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| | | | | | 0.00 |
| Labor SubTotal | | | | | 0.00 |
| Total | | | | | 0.00 |

RETURN TO:
Brandy Massingale at Brandy.Massingale@gsa.gov and copy

PAST PERFORMANCE QUESTIONNAIRE
Attachment IV

For: _____
(Name of Contractor)

Reference Name: _____ Phone Number/Email: _____
(Name of Reference)

Reference Company Name: _____

Score: 1-Unsatisfactory 2-Marginal 3-Satisfactory 4-Good 5-Excellent

Use N/A if Question is Not Applicable

Circle Answer:

1. Rate the quality of their work, 1 2 3 4 5

Comments:

2. Compliance with Schedule/Timeliness of Perform, 1 2 3 4 5

Comments:

3. Overall Customer Satisfaction, 1 2 3 4 5

Comments:

4. Effectiveness or approach of Management, 1 2 3 4 5

Comments:

5. Compliance with Security requirements, 1 2 3 4 5

Comments:

6. Effectiveness of Cost Control and Savings. 1 2 3 4 5

Comments:

7. Additional Comments about the service provided:

RFQ ATTACHMENT IV

RELEVANT EXPERIENCE PROJECT DATA SHEET

2. Project No. (check one) : ☐ #1 ☐ #2 ☐ #3 ☐ #4 ☐ #5

2. Experience for: ☐ Offeror ☐ Joint-Venture ☐ Other (Explain)

Firm Name:

Address:

Phone Number:

Point of Contact:

Contact Phone Number:

3. Contract Number:

Delivery/Task Order Number:

Title:

Location:

Award Amount:

Final Price:

4. Award Date (mm/dd/yy):

Completion Date (mm/dd/yy):

5. Type of Contract/Task Order: (Check **ALL** that apply)

☐ Firm-Fixed Price ☐ Cost/Time and Material ☐ Other (explain):

6. Customer/Owner Name:

Point of Contact (POC):

POC Phone Number:

POC E-mail address:

7. Provide a detailed description of the project and the relevancy to the project requirements of this RFQ

8. Other Information:

| ORDER FOR SUPPLIES AND SERVICES | | | | | IMPORTANT: See instructions in GSAR 553.370-300-1 for distribution | | PAGE 1 OF 2 PAGE(S) | |
|---|--|------------------------------|--|------------------|---|---------------------|---|-------------|
| 1 DATE OF ORDER 09/26/2017 | | | 2 ORDER NUMBER GSQ0817BP0053 | | 3 CONTRACT NUMBER GS10F096AA | | 4 ACT NUMBER A21757293 | |
| FOR GOVERNMENT USE ONLY | | 5. ACCOUNTING CLASSIFICATION | | | | 6. FINANCE DIVISION | | |
| | | FUND 285F | ORG CODE Q08FA000 | B/A CODE AA20 | O/C CODE 25 | AC | SS | VENDOR NAME |
| | | FUNC CODE AF151 | C/E CODE H08 | PROJ /PROS NO | CC-A | MDL | FI | G/L DEBT |
| | | W/ITEM | CC-B | PRT /CRFT | AI | LC | DISCOUNT | |
| 7 TO: CONTRACTOR (Name, address and zip code) Sophie E Barrett ITILITY, L L C 200 FAIRBROOK DR STE 203 HERNDON, VA 201705283 United States (b) (6) | | | | | 8 TYPE OF ORDER B DELIVERY | | REFERENCE YOUR | |
| | | | | | Please furnish the following on the terms specified on both sides of the order and the attached sheets, if any, including delivery as indicated | | | |
| | | | | | This delivery order is subject to instructions contained on this side only of this form and is issued subject to the terms and conditions of the above numbered contract | | | |
| | | | | | C MODIFICATION NO 000 TYPE OF MODIFICATION: | | AUTHORITY FOR ISSUING | |
| 9A EMPLOYER'S IDENTIFICATION NUMBER (b) (6) | | | | | 9B CHECK, IF APPROP WITHHOLD 20% | | Except as provided herein, all terms and conditions of the original order, as heretofore modified, remain unchanged | |
| 10A CLASSIFICATION A5 Veteran Owned Business | | | | | 10B TYPE OF BUSINESS ORGANIZATION C Corporation | | | |
| 11 ISSUING OFFICE (Address, zip code, and telephone no.) GSA Region 08 Brandy J Massingale PO Box 25526 Denver, CO 80225 United States (303) 236-7150 | | | 12 REMITTANCE ADDRESS (MANDATORY) ITILITY, L L C 200 FAIRBROOK DR STE 203 HERNDON, VA 20170-5283 United States | | 13 SHIP TO(Consignee address, zip code and telephone no.) edward J Campbell NORAD-NORTHCOM/J665 250 South Peterson Blvd Ste 116 Peterson AFB, CO 80914 United States (719) 554-4937 | | | |
| 14 PLACE OF INSPECTION AND ACCEPTANCE edward J Campbell NORAD-NORTHCOM/J665 250 South Peterson Blvd Ste 116 Peterson AFB, CO 80914 United States | | | | | 15 REQUISITION OFFICE (Name, symbol and telephone no.) (b) (6) GSA Region 8, FTS 8T P O Box 25526 Denver, CO 80225-0000 United States (303) 868-3392 | | | |
| 16 F O B POINT Destination | | | 17 GOVERNMENT B/L NO | | 18 DELIVERY F O B POINT ON OR BEFORE 09/28/2018 | | 19 PAYMENT/DISCOUNT TERMS NET 30 DAYS / 0 00 % 0 DAYS / 0 00 % 0 DAYS | |
| <p align="center">20. SCHEDULE</p> <p>This task order for Professional Support Services with the Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in Peterson AFB, CO is hereby issued to ITility, LLC GSA Schedule number GS-10F-096AA</p> <p>The period of performance of this contract is a base period of twelve (12) months and four additional option years for 12 months each The specific dates are:</p> <p>Base Year September 29, 2017 to September 28, 2018 Option Year 1 September 29, 2018 to September 28, 2019 Option Year 2 September 29, 2019 to September 28, 2020 Option Year 3 September 29, 2020 to September 28, 2021 Option Year 4 September 29, 2021 to September 28, 2022</p> <p>CLIN 0001 Labor to FFP Subtask 1 is awarded for 12 months (MO) for \$284,420 73 CLIN 0002 Labor to FFP Subtask 2 - is awarded for 12 months (MO) for \$303,605 67 CLIN 0003 Travel is established as one (1) Lot NTE of \$140,000 00</p> <p>The total FFP task order price for the base year is \$728,026 40</p> <p>Option Year 1: Labor and travel: \$602,727 06, Option Year 2: Labor and travel: \$617,795 24, Option Year 3: Labor and travel: \$633,240 11, Option Year 4: Labor and travel: \$649,071 12</p> | | | | | | | | |

Total task order price for the base year and all four option years is \$3,790,859 93

| ITEM NO (A) | SUPPLIES OR SERVICES (B) | QUANTITY ORDERED (C) | UNIT (D) | UNIT PRICE (E) | AMOUNT (F) |
|--|-----------------------------|----------------------------|--|-------------------|--|
| 0001 | labor/travel for base year | 1 | lot | \$728,026 40 | \$728,026 40 |
| 21 RECEIVING OFFICE (<i>Name, symbol and telephone no.</i>) NORAD-NORTHCOM/J665, (719) 554-4937 | | | | | TOTAL From 300-A(s) |
| 22 SHIPPING POINT Specified in QUOTE | | | 23 GROSS SHIP WT | | GRAND TOTAL \$728,026.40 |
| 24 MAIL INVOICE TO: (<i>Include zip code</i>) General Services Administration (FUND) The contractor shall follow these Invoice Submission Instructions . The contractor shall submit invoices electronically by logging into the ASSIST portal (https://portal.fas.gsa.gov), navigating to the appropriate order, and creating the invoice for that order. For additional assistance contact the ASSIST Helpdesk at 877-472-4877. Do NOT submit any invoices directly to the GSA Finance Center (neither by mail nor via electronic submission) | | | 25A FOR INQUIRIES REGARDING PAYMENT CONTACT: GSA Finance Customer Support | | 25B TELEPHONE NO 816-926-7287 |
| | | | 26A NAME OF CONTRACTING/ORDERING OFFICER(<i>Type</i>) Brandy J Massingale | | 26B TELEPHONE NO (303) 236-7150 |
| | | | 26C SIGNATURE Brandy J Massingale 09/26/2017 | | |
| GENERAL SERVICES ADMINISTRATION | | | 1. PAYING OFFICE | | GSA FORM 300 (REV 2-93) |



REQUEST FOR QUOTES (RFQ)

In accordance with FAR 8.4

GSA Project Number ID08170071

Professional Services Schedule (PSS)

Small Business Set-Aside

Professional services support for Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in support of the management of the JTFHQ Training and Readiness Program reporting directly to the Commander, United States Northern Command (CDRUSNORTHCOM)

Quotes Requested by
U.S. General Services Administration
Federal Acquisition Service, Office of Assisted Acquisitions
Rocky Mountain Region

1.0 Order Type

This Request for Quote (RFQ) is a firm-fixed price performance based task order against the GSA Professional Services Schedule (PSS) for services described within the Performance Work Statement (PWS). The General Services Administration (GSA), Federal Acquisition Service (FAS) will award this order on behalf of the Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in Peterson AFB, CO.

1.1 Pricing Information

All prices shall be submitted in accordance with the pricing instructions and Attachment II.

2.1 Performance Work Statement (PWS)

The Performance Work Statement (PWS) is included as Attachment I to this task order.

2.2 Period of Performance

The period of performance of this task order is a base period of twelve (12) months and four (4) additional option years for 12 months each. These specific dates are estimates.

Base Year September 29, 2017 – September 28, 2018
Option Year 1 September 29, 2018 – September 28, 2019
Option Year 2 September 29, 2019 – September 28, 2020
Option Year 3 September 29, 2020 – September 28, 2021
Option Year 4 September 29, 2021 – September 28, 2022

3.0 Roles and Responsibilities

Identification of all government personnel, including their specific roles and responsibilities:

3.1 Contracting Officer

Brandy Massingale: GSA FAS
Telephone Number: (b) (6)
Electronic Mail: brandy.massingale@gsa.gov

3.2 Contract Specialist

Cheleece Jackson: GSA FAS (Contractor)
Telephone Number: (303) 462-5093
Electronic Mail: cheleece.jackson@gsa.gov

3.3 Contracting Officer's Representative

(b) (6)
Telephone Number: 719-554-9590
Electronic Mail: (b) (6) [@mail.mil](mailto:(b) (6)@mail.mil)

(b) (6)
Telephone Number: 719-554-4937
Electronic Mail: (b) (6) [@mail.mil](mailto:(b) (6)@mail.mil)

4.1 Travel

Travel/Other Direct Costs (ODCs) are anticipated for this effort. Government authorization is required prior to any travel. The Contractor shall submit an applicable Travel Request to the Contracting Office at least 5 business days prior to travel departure.

All travel shall follow the Federal Travel Regulations (FTR) which is the regulation contained in 41 Code of Federal Regulations (CFR), Chapters 300 through 304, that implements statutory requirement and Executive branch policies for travel by federal civilian employees and others authorized to travel at government expense. The FTR publication and FTR loose-leaf pages are available at this web site: www.gsa.gov/ftr. The Contractor is required to follow these regulations to the fullest extent possible. Note that Government Travel Per Diem and M&IE is based per location and can be determined at the following web sites: www.gsa.gov/perdiem. Allowable costs will be reimbursed in accordance with FAR 31.205-46, Travel Costs. The Contractor, at invoice submission, shall submit all back-up documents, including but not limited to legible copies of airline receipts, hotel receipts, car rental receipts, and gas/parking/tolls receipts. If the Contractor finds that driving a POV is less expensive than flying to a location, the Government will reimburse by applicable mileage and not fuel costs (www.gsa.gov/mileage). The Contractor may travel to local, domestic, and/or international locations in performance of the PWS tasks.

Local travel will not be reimbursed. Local travel is any travel within a 50-mile radius of any place of performance. ODCs include items directly associated with the PWS and are incidental services for which there is no labor category specified in the associated award: travel, computer usage charges, etc.

All approved international travel must be coordinated with the Government Technical Monitor to ensure compliance and completion of all Status of Force Agreement (SOFA) requirements and special training.

Travel/ODCs are to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount. If additional funds are required, the Contractor must seek modification for increase prior to approval. If the NTE is exceeded without modification and/or approval, the Government reserves the right to reject invoices for travel in excess of the established NTE amount.

Content of Travel Request

Requests for travel approval shall:

- Be submitted in advance of the travel with sufficient time to permit review and approval
- Be summarized by traveler
- Contain the request date and Travel Authorization Number (TAR)
- Include the requesting individual's name and e-mail
- Include the GSA Schedule Number, Task Order Number, and ACT Number
- Specify the Task Order Project Titles
- Specify the traveler, traveler's e-mail address, title and primary duty location;
- Provide the purpose and description of travel
- State the destination(s), origin, departure date, return date, and number of days
- Include travel estimates to include, airfare, lodging, rental car, per diem, mileage, and any reimbursable items (cab fare, parking, gasoline, etc...)
- Specify the associated Contract Line Item Numbers (CLINs)

- Provide the COR's approval signature or email concurrence
- Contain the CO's approval or evidence of approval.

5.0 Materials/Equipment

The need for Materials/Equipment to be furnished by the Contractor is anticipated for this effort. All Materials/Equipment purchases require pre-approval by the Contracting Officer's Representative (COR). Any items with an acquisition cost of \$3,500.00 or greater will require prior approval of the Contracting Officer in writing. Contractor acquired supply purchases will not be allowable as a direct charge on this contract. All contractor acquired supply costs will be charged to contractor overhead. The Contractor shall obtain quotes from at least three (3) different vendors (or to the maximum extent practicable) when procuring materials/equipment.

The Contractor shall procure all materials/equipment in accordance with DFAR 252.251-7000, Ordering from Government Supply Sources. For materials/equipment that cannot be procured utilizing DFAR 252.251-7000, this task order will expressly allow the inclusion of open market items below the micro-purchase threshold. For administrative convenience, "open market" items are defined as items that were not previously priced, evaluated and awarded on the Contractor's GSA Schedule contract.

The Contractor shall apply the applicable GSA negotiated material handling rate for all open market items. The negotiated material handling rate cannot be added to any items purchased under any Government Supply Schedule. The Government requests any available discounts from the GSA Schedule awarded material handling rate. No additional fee or profit is allowed. A Bill of Material detailing items purchased, source obtained from, actual costs, and date of Government acceptance or completed DD 250, Material Inspection and Receiving Report is required to accompany the applicable submitted invoice in order for payment by the Government for Materials/Equipment to be provided.

6.1 Invoice Submission and Requirements

In order to allow effective payment management, the contractor shall follow all instructions. Failure to follow invoice submission instructions or invoice requirements may result in delay of payment or rejection of the contractor's invoice.

6.2 Invoice Submission

The Contractor is required to submit invoices according to block 24 of the GSA Form 300 or Block 18a of the Form 1449.

This electronic invoicing is in lieu of submission via U.S. Mail. Hard copy invoices will not be accepted. The ITSS Solutions Website provides registration/password instructions. Questions can be directed to GSA Finance Customer Support at FW-ClientServices@GSA.Gov or call (800) 676-3690.

In addition, the Contractor is **required** to upload a copy of its invoice, including all backup documentation into ITSS to facilitate prompt payment. ITSS is GSA FAS's business systems portal. The invoice and ITSS process/registration will be discussed in more detail at the post-award meeting.

6.3 Invoice Requirements

Invoices shall be submitted in accordance with the pricing schedule Attachment II _ Price and Cost Spreadsheet. All invoices shall identify the specific contract line item number (CLIN), description of related task as stated in the scope of work of this task order, the billing rate and any applicable units executed. Invoices shall be submitted on an individual basis for requirements as defined in the SOW. Invoices shall be submitted on a monthly basis and are required to be submitted in a timely manner. Invoices that do not meet the minimum requirements shall be rejected.

- (a) Invoices shall be submitted as an original only, unless otherwise specified, to the designated billing office specified in this order.
- (b) Invoices must include the Accounting Control Transaction (ACT) number provided in the order.
- (c) In addition to the requirements for a proper invoice specified in the Prompt Payment clause of this contract, the following information or documentation must be submitted with each invoice:

Contract Number: GS-10F-096AA
Task Order Number: GSQ0817BP0053
ITSS Project Number: ID08170071
ADN Number: A21757293

Project Title: Technical, Analytical, and Logistical Support

7.0 Clauses

52.217-8, Option to Extend Services (Nov 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days.

(End of Clause)

52.217-9, Option to Extend the Term of the Contract (Mar 2000)

- (a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the

Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires.

The preliminary notice does not commit the Government to an extension.

- (b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 5 years.

(End of Clause)

48 C.F.R. 1552.237-72 Key Personnel (APR 1984)

(a) The Contractor shall assign to this contract the following key personnel:

(b) During the first ninety (90) days of performance, the Contractor shall make no substitutions of key personnel unless the substitution is necessitated by illness, death, or termination of employment. The Contractor shall notify the Contracting Officer within 15 calendar days after the occurrence of any of these events and provide the information required by paragraph (c) of this clause. After the initial 90-day period, the Contractor shall submit the information required by paragraph (c) to the Contracting Officer at least 15 days prior to making any permanent substitutions.

(c) The Contractor shall provide a detailed explanation of the circumstances necessitating the proposed substitutions, complete resumes for the proposed substitutes, and any additional information requested by the Contracting Officer. Proposed substitutes should have comparable qualifications to those of the persons being replaced. The Contracting Officer will notify the Contractor within 15 calendar days after receipt of all required information of the decision on substitutions. This clause will be modified to reflect any approved changes of key personnel.

(End of clause)

Clauses Incorporated by Reference (Feb 1998)

This contract incorporates one or more clauses by reference, with the same force and effect as if they were given in full text. Upon request, the Contracting Officer will make their full text available. Also, the full text of a clause may be accessed electronically at this address: farsite.hill.af.mil.

(End of Clause)

| CLAUSE NO. | TITLE | DATE |
|-------------------|---|-------------|
| FAR 52.219-14 | LIMITATIONS OF SUBCONTRACTING | NOV 2011 |
| FAR 52.219-6 | NOTICE OF TOTAL SMALL BUSINESS SET-ASIDE | NOV 2011 |
| DFARS | | |
| 252.204-7000 | DISCLOSURE OF INFORMATION | AUG 2013 |
| 252.204-7003 | CONTROL OF GOVERNMENT PERSONNEL WORK PRODUCT | APR 1992 |
| 252.211-7007 | REPORTING OF GOVERNMENT-FURNISHED PROPERTY | AUG 2012 |
| 252.227-7015 | Technical Data & Commercial Items (Feb 2014) | FEB 2014 |
| 252.239-7001 | Information Assurance Contractor Training and Certification | JAN 2008 |
| 252.244-7000 | Subcontracts For Commercial Items and Commercial Components | JUN 2013 |
| 252.244-7001 | Contractor Purchasing System Administration | MAY 2014 |
| 252.245-7001 | Tagging, Labeling, and Marking of Government-Furnished Property | APR 2012 |

| | | |
|--------------|--|----------|
| 252.245-7002 | Reporting Loss of Government Property | APR 2012 |
| 252.245-7003 | Contractor Property Management System Administration | APR 2012 |

8.0 Attachments / appendices / exhibits

Attachment I – Performance Work Statement

PERFORMANCE WORK STATEMENT
FOR
NORAD-USNORTHCOM/J7 ADVISORY & ASSISTANCE
JOINT TASK FORCE HEADQUARTERS (JTFHQ) TRAINING AND READINESS
PROGRAM MANAGEMENT

23 AUG 2017

1.0. ORGANIZATION BEING SUPPORTED: HQ N&NC/J7
250 Vandenberg St, STE B016
Peterson AFB, CO 80919-4650

1.1. J72 MISSION: To facilitate an education and academic training and readiness program to ensure NORAD and USNORTHCOM Command personnel are ready to accomplish the Commands' missions. J72 provides training tools adapted to the Commands' training audience needs, such as online learning, small group scenario training (SGST), tabletop exercises (TTX), and mobile training teams (MTTs). Additionally, J72 develops and delivers courses for new arrival orientation and Defense Support of Civil Authorities (DSCA); including Dual Status Commander (DSC) qualification training. Finally, J72 validates the training programs of each of the Commands' training audiences.

1.2. OVERVIEW OF SERVICES REQUIRED: The offeror will support Headquarters (HQ) NORAD and USNORTHCOM (N&NC) in support of the management of the JTFHQ Training and Readiness Program reporting directly to the Commander, United States Northern Command (CDRUSNORTHCOM). The JTFHQ Training and Readiness Program is designed to prepare CDRUSNORTHCOM-designated service headquarters and USNORTHCOM subordinate JTFs and Joint Force Headquarters (JFHQs) to establish a set of flexible and scalable command, control, and communication (C3) options to ensure efficient and effective support to Civil Authorities for the full range of DSCA response operations. These C3 options will enhance unity of command/unity of effort within the context of the National Incident Management System/Incident Command System for DSCA response operations. These options will provide operational-level, all-domain solutions. This training and readiness program will ensure these USNORTHCOM forces are ready and capable to operate as a JTFHQ in any DSCA environment. The end state of this larger effort is resourced, trained, and ready JTFHQs prepared to support Civil Authorities across the full range of DSCA response operations.

2.0. SPECIFIC REQUIREMENTS

2.1. SUB TASK 1. PUBLICATIONS, DOCUMENTATION, AND REPORTING REQUIREMENTS

2.1.1. Contractor shall review Joint Publication 3-33 (JP 3-33), Joint Publication 1, CJCSM 3500.03E, and all other DOD, CJCS, Joint Staff, and N&NC guidance and publications regarding the formation, training, and readiness of JTFHQs in order to incorporate updates and changes in the USNORTHCOM program.

2.1.2. Contractor shall maintain current with USNORTHCOM JTFHQ Training and Readiness Program documentation and instructions by; incorporating lessons learned and revised higher headquarters guidance as needed into the Command system of record; coordinate revision of program documentation and instructions with HQ USNORTHCOM staff, components, and subordinates; and obtain approval of the revised documentation at the appropriate level.

2.1.3. Contractor shall create an annual report on the contract award anniversary for N&NC/J7 that will document the following: Program accomplishments, point of contact (POC), lessons learned, outstanding issues, programs shortfalls and recommendations for remediation, and maintain a schedule of planned activities and events for the following three years. (CDRL 0010)

2.1.4. Contractor shall provide N&NC/J7 monthly progress, status and cost reports for all incrementally funded tasks. The reports shall include a one page executive summary and separable individual summaries of all active tasks. The executive summary shall provide details on the programmatic, schedule and cost of the overall task order. The individual task summaries shall include a technical abstract, project milestones, technical and financial status and any significant issues.

2.1.5. The contractor shall provide technical reports, studies, and test reports as required to N&NC/J7.

2.1.6. Contractor shall attend meetings, conferences, briefings, seminars, and assist in the production of JTFHQ Training Plans, Joint Manning Documents (JMDs), Joint Manning Plans (JMPs), Joint Mission-Essential Equipment Lists (JMEELs), Joint Mission-Essential Task List (JMETLs), Time Phased Force Deployment Data Lists (TPFDDLs), and other associated documents as well as the developing and/or updating of supporting Publications, Documents, Reports, and Process Management documents. (CDRL 0006)

2.1.7 ESTIMATED WORKLOAD:

| Project Type | Frequency |
|--|------------------|
| 2.1.1. Review DOD and CJCS guidance and publications | 1 per month |
| 2.1.2. Maintain current USNORTHCOM program documentation | 1 per year |
| 2.1.3. Publish annual report | 1 per year |
| 2.1.4. Publish Monthly cost reports | 1 per month |
| 2.1.5. Provide technical reports, studies, and test reports as required. | 1 per week |

| | |
|---|------------|
| 2.1.6. Attend meetings, conferences, briefings, seminars and produce documentation as required. | 2 per week |
|---|------------|

2.2. SUBTASK 2. JTF TRAINING AND READINESS PROCESS MANAGEMENT

2.2.1. Contractor shall review JP 3-33, for understanding and monitoring of training and readiness implementation, JTFHQ operational plans, training plans, and concept of operations immediately upon contract award. JTF operational and planning documentation will be made available by N&NC/J7 upon contract award.

2.2.2. Contractor shall record, manage, and respond to requests for information received from N&NC leadership, N&NC Directorates, and N&NC subordinates and component HQ staffs regarding the USNORTHCOM JTFHQ Training and Readiness process.

2.2.3. Contractor shall maintain current a list of HQ USNORTHCOM functional area subject matter experts (SME's) assigned by their organizations to support the JTFHQ readiness process.

2.2.4. Contractor shall maintain current a list of training and readiness POCs at all USNORTHCOM designated and standing JTFHQs, and will ensure these POCs are integrated into the training and readiness process.

2.2.5. Contractor shall plan, schedule, prepare presentations, be prepared to lead, facilitate, and record and distribute minutes from periodic JTFHQ Training and Readiness Working Group meetings. The purpose of the various meetings is to plan, coordinate, and execute training and readiness process activities among staff agencies. The attendees will be the HQ USNORTHCOM SMEs and, as needed, the JTFHQ Training and Readiness POCs from appropriate JTFHQs. The agenda will as a minimum include: review of requirements for training and readiness; evaluation of progress in meeting training and readiness criteria; short-ranged planning; and identification of issues and recommended solutions. Meetings will be conducted on an ongoing cyclical basis, but at least quarterly. (CDRL 0006)

2.2.6. Contractor shall review, evaluate, and make recommendations to the JTFHQ POCs to ensure training and exercise schedules accommodate the objectives of JTFHQ while meeting N&NC training and readiness requirements, evaluate training and exercise schedules, and coordinate Commander's Training Guidance (CTG) and Joint Training Plan (JTP).

2.2.7. Contractor shall develop and provide for Government acceptance criteria completion timelines for each designated and standing JTFHQ, and monitor compliance with scheduled JTFHQ Training and Readiness requirements.

2.2.8. Contractor shall assist with the coordination of the Joint Staff J7 and other combatant commands to ensure required support for the USNORTHCOM JTF readiness program is provided.

2.2.9. Contractor shall regularly identify and incorporate best practices and lessons learned from Joint Staff J7 and other combatant command readiness programs into the JTFHQ Training and Readiness Program and update the Command's systems of record which are currently the Joint Lessons Learned Information System (JLLIS) and the Joint Training Information Management System (JTIMS).

2.2.10. Contractor shall assist the Government with ensuring JTFHQ readiness requirements are included in the N&NC Joint Event Life Cycle (JELC) planning process for designated exercises.

2.2.11. Contractor shall facilitate coordination between JTFs, N&NC, subordinate, and components' staffs, exercise executive agents, and exercise action officers to develop common training objectives supporting JTFHQ training and readiness requirements.

2.2.12. Contractor shall assist the Government in the development of requirements for and coordinate the use of appropriate live, virtual and constructive (LVC) simulation environments to support JTFHQ training and readiness.

2.2.13. Contractor shall be prepared to assist JTFHQs conducting planning, exercise or training events that support completion criteria, to include travel to planning, exercise and training venues as required by the Government.

2.2.14. Contractor shall, as an integral part of J72, be prepared to attend meetings, conferences, briefings and adhere to, participate in, and maintain N&NC administrative and operational SOPs, daily routines, and directorate events.

2.2.15. Provide Joint Training subject matter expertise to assist in planning, synchronization, execution, and assessment of JTF-Capable HQ preparations, and to facilitate support to designated HQs in order to establish, organize, or operate as JTF HQ. These responsibilities include "but are not limited to":

2.2.15.1. Provide N&NC, Service Staffs, and tasked JTF HQ with proposed readiness requirements and sustainment options for meeting assigned JTF HQ Joint Tasks.

2.2.15.2. Event planning, synchronization, and execution support for JTF HQ Formation Events, Communication Events, and designated CCMD Joint Exercises.

2.2.15.3. Academics planning and execution support to JTF-Capable HQ.

2.2.15.4. Assist in the development of a capability sustainment plan for a JTF-Capable HQ.

2.2.15.5. Disseminate insights, common challenges, and best practices for JTF HQs from initial formation through readiness sustainment.

2.2.15.6. Coordinate refinement of JTF HQ CONOPS and JTF HQ Readiness model.

2.3.16 ESTIMATED WORKLOAD

| Project Type | Frequency |
|---|-------------------|
| 2.2.1. Review JTFHQ plans and concepts of operations | 2 per year |
| 2.2.2. Record, manage, and respond to requests for information | 5 per week |
| 2.2.3. Maintain a list of functional HQ USNORTHCOM functional area SMEs | 1 per month |
| 2.2.4. Maintain a list of readiness POCs at all JTFHQs | 1 per month |
| 2.2.5. Facilitate JTF Readiness Working Group meetings | Up to 16 per year |
| 2.2.6. Review, evaluate, and make recommendations to the JTFHQ POCs to ensure training and exercise schedules accommodate the objectives of JTFHQ while meeting N&NC training and readiness requirements, evaluate training and exercise schedules, and coordinate Commander's Training Guidance and JTP. | 1 per month |
| 2.2.7. Develop and monitor training and readiness criteria completion timelines | 1 per week |
| 2.2.8. Coordinate with other combatant commands | 1 per month |
| 2.2.9. Identify and incorporate Best Practices and Lessons Learned into the command system of record. | 4 per year |
| 2.2.10. Assist with JTFHQ Training and Readiness requirements in the JELC | 6 per year |
| 2.2.11. Develop common training objectives supporting JTFHQ training and readiness requirements. | 6 per year |
| 2.2.12. Develop requirements for and coordinate the use of appropriate live, virtual and constructive (LVC) simulation environments | 4 per year |
| 2.2.13. Conduct planning, exercise or training events that support completion criteria, to include travel to planning, exercise and training venues as required by the Government | 1 per year |
| 2.2.14. Attend meetings, conferences, briefings and adhere to, participate in, and maintain N&NC administrative and operational SOPs, daily routines, and directorate events. | 2 per week |
| 2.2.15. Provide Joint Training subject matter expertise to assist in planning, synchronization, execution, and assessment of JTF-Capable HQ | 1 per week |

3.0 SERVICE SUMMARY

| Performance Objective | PWS Para. | Performance Threshold |
|---|-----------------|---|
| (SS-1) Provide timely, accurate technical and analytical advice, guidance and products as required by this task order. | 2.1, 2.2, 5.8.1 | <ul style="list-style-type: none">Contractor provides accurate technical and analytical advice, guidance and products (i.e. CDRLs) within the specified schedule identified in this task order. Contractor receives no more than one customer complaint/ Performance Assessment Report (PAR) per year for this task order.Contractor successfully resolves any customer complaint within 10 calendar days of receipt or less time as specified in this task order. |
| (SS-2) Provide timely response to time-sensitive requirements, including short notice requirements, real world and crisis event surge support, exercise support and a large number of requirements in a short period. | 2.1, 2.2 | Contractor receives no more than one customer complaint/ Performance Assessment Report (PAR) per year. |

3.1 DELIVERABLES

| Deliverable | PWS Para. | Frequency |
|--|--------------|-------------|
| Annual Report | 2.1.3 | Annually |
| Monthly Progress, Status and cost Reports | 2.1.4; 5.8.1 | Monthly |
| Technical Reports, Studies, and Test Reports | 2.1.5 | As Required |
| Government Property Tracking Report | 4.1.1 | As Required |

4.0. GOVERNMENT-FURNISHED RESOURCES AND SERVICES:

4.1. GOVERNMENT-FURNISHED RESOURCES

4.1.1. **HARDWARE:** All Automated Data Processing equipment (computers, printers, copiers, fax, NIPR and SIPR email accounts, etc.) associated with the performance of this contract in Government facilities will be provided by the Government, unless otherwise directed and coordinated. The contractor shall track all Government furnished property placed under the care of it staff, and shall ensure that Government property is returned in to the Government in good order if a staff member departs or this contract ends.

4.1.2. **SOFTWARE:** All software associated with the performance of this contract in Government facilities will be provided by the Government.

4.2. GOVERNMENT FURNISHED RESOURCES:

4.2.1. **FACILITIES, SUPPLIES, AND SERVICES:** N&NC/J7 will furnish workspace for up to five personnel in the Building 1470 on Peterson AFB, including desk space, chairs, computers connected to NIPRNET access, SIPRNET access, use of telephones, copier and fax machines. Any additional personnel will be required to work in the Contractor's facility.

4.2.2. **INFORMATION SOURCES:** Government personnel will provide technical input, answer questions, review/approve completed work, and provide feedback regarding contractor efforts. COR will be the primary source of technical guidance for this contract.

4.2.3. **GOVERNMENT-FURNISHED INFORMATION:** Copies of reference materials cited in PWS paragraph 2.0 and subparagraphs will be provided to the contractor.

4.3. **MATERIALS AND OTHER DIRECT COSTS (ODCs):** Materials and ODCs are not subject to profit, and may not include any mark-up, fees, or overhead expenses. The contractor shall obtain advance Contracting Officer approval for ODCs in support of the task order. The CO for this contract and for administration further reserves the right to request additional supporting receipts and/or vouchers to verify any costs.

5.0. GENERAL INFORMATION

5.1. **SECURITY.** All personnel assigned to this task order must possess a TOP SECRET United States Government security clearance with SCI eligibility prior to beginning work on this PWS. Contractor personnel shall not divulge any information about files, data, processing activities or functions, USERIDs, passwords or other

information to anyone not authorized access to such information. Contractor personnel shall abide by all N&NC rules, procedures and standards of conduct.

5.2. ACCESS TO GOVERNMENT PROPERTY AND FACILITIES: The Contractor shall be allowed non-escorted access to Government buildings on Peterson AFB/Cheyenne Mountain Air Force Station, and other sites, consistent with task requirements. Contractor personnel may also enter facilities where escorted access is mandatory. If so, Contractor personnel shall be notified before entering the facility. Access to government facilities, documents, and systems shall be in accordance with DD Form 254, and Department of Defense Contract Security Classification Specifications.

5.3. TRAVEL: Contractor shall obtain advance COR approval for travel in support of N&NC/J7 mission requirements. The contractor shall provide trip reports within 5 business days of the completion of travel. (CDRL 0006). Government will only pay for travel expenses outside the normal commuting distance designated for Government personnel. All travel shall be invoiced in accordance with the Joint Travel Regulations (JTR) <http://www.defensetravel.dod.mil/site/travelreg.cfm>.

Note: Profit, fees, or overhead are not authorized for travel expenses.

5.3.1. Contingency Travel: On occasion, when requested by COR, the Contractor will provide quick-response support to accelerated timelines for completion of the tasks described under paragraph 2.0 which may include travel to deployed locations.

5.3.2. Non-Contingency Travel: Travel away from the normal duty location shall be performed as approved by COR.

NC/J721 Projected Travel (per 12 months)

| Destination | Number of Trips | # of People | Duration (Not including travel time) |
|-------------|-----------------|-------------|--------------------------------------|
| CONUS | 24 | 2 | 5 days |
| OCONUS | 4 | 2 | 5 |

5.4. PRODUCT OWNERSHIP. All products produced by the Contractor in the performance of this contract are the property of the Government.

5.4.1. RECORDS MANAGEMENT: The contractor shall comply with NNCI 33-194, Information Governance series instructions. In addition, the following requirements apply:

5.4.1.1. Contractor shall treat all deliverables under the contract as the property of the Government for which the Government shall have unlimited rights to use, dispose of, or disclose such data contained therein as it determines to be in the public interest.

5.4.1.2. Contractor shall not use Government IT equipment and/or Government records to create or maintain any records that are not specifically tied to or authorized by the contract using Government IT equipment and/or Government records.

5.4.1.3. Contractor shall not retain, use, sell, or disseminate copies of any deliverable that contains information covered by the Privacy Act of 1974 or that which is generally protected by the Freedom of Information Act.

5.4.1.4. Contractor shall not create or maintain any records containing any Government records that are not specifically tied to or authorized by the contract.

5.4.1.5. The Government owns the rights to all data/records produced as part of this contract.

5.4.1.6. The Government owns the rights to all electronic information (electronic data, electronic information systems, electronic databases, etc.) and all supporting documentation created as part of this contract. Contractor must deliver sufficient technical documentation with all data deliverables to permit the Government to use the data.

5.4.1.7. Contractor agrees to comply with Government records management policies, including those policies associated with the safeguarding of records covered by the Privacy Act of 1974. These policies include the preservation of all records created or received regardless of format [paper, electronic, etc.] or mode of transmission [e-mail, fax, etc.] or state of completion [draft, final, etc.].

5.4.1.8. No disposition of documents will be allowed without the prior written consent of the Contracting Officer. The Government and its contractors are responsible for preventing the alienation or unauthorized destruction of records, including all forms of mutilation. Willful and unlawful destruction, damage or alienation of Government records is subject to the fines and penalties imposed by 18 U.S.C. 2701. Records may not be removed from the legal custody of the Government or destroyed without regard to the provisions of the Government records schedules.

5.4.1.9. Contractor is required to obtain the Contracting Officer's approval prior to engaging in any contractual relationship (sub-contractor) in support of this contract requiring the disclosure of information, documentary material and/or records generated under, or relating to, this contract. The Contractor (and any sub-contractor) is required to abide by Government guidance for protecting sensitive and proprietary information.

5.5. PROPRIETARY DATA.

5.5.1. The Contractor shall request government approval prior to the use of any proprietary data or software tools to fulfill the requirements of this contract.

5.5.2. The Contractor shall be provided access to information required to accomplish assigned tasks commensurate with security clearance and on a need to know basis.

5.5.3. During the contract period, all data pertaining to this contract shall be returned to the Government upon contract expiration. The Contractor shall not retain classified or unclassified material generated or received under this contract after the contract ends without approval of the appropriate office of primary responsibility.

5.5.4. The Government has unlimited rights to all deliverables developed under this contract. The Contractor shall not use any materials pertaining to this contract for business development or any other vendor strategic purposes.

5.5.5. Contractor personnel will be required to Government sign non-disclosure agreements prior to start of work.

5.6. HOURS OF WORK. The Contractor shall provide performance coverage to the Government from 0700-1700; N&NC core work hours are 0800-1600, and most support will be required during those hours. Requirements may arise with little or no notice (e.g. an exercise or real-world contingency) requiring work hours occurring at night and on weekends in support of Directorate and Command mission requirements. A contact phone number of the Task Lead shall be provided to COR for short-notice night and short-notice weekend support.

5.6.1. EMERGENCY CLOSURES: Contractors shall take all appropriate actions to notify their employees of closure/delayed reporting and make alternate work/schedule arrangements, if necessary. The Contractor may call the adverse weather number, 556-7669, for the daily reporting procedure status. This applies to emergency situations only. Facilities will remain open for Contractor personnel during unscheduled Federal closures (e.g., National Day of Mourning) or other instances where Government employees are granted administrative leave in non-emergency situations.

5.7. PERIOD OF PERFORMANCE: The periods of performance for this task order are:

| Period | Start Date | End Date |
|---------------|------------|-------------|
| Base Year | 1 Sep 2017 | 31 Aug 2018 |
| Option Year 1 | 1 Sep 2018 | 31 Aug 2019 |
| Option Year 2 | 1 Sep 2019 | 31 Aug 2020 |
| Option Year 3 | 1 Sep 2020 | 31 Aug 2021 |
| Option Year 4 | 1 Sep 2021 | 31 Aug 2022 |

5.8. MANAGEMENT: The contractor shall appoint a project manager who shall coordinate with COR to obtain and clarify contract requirements and who will be responsible for the daily control and supervision of contractor's employees. The Project Manager shall ensure the contractor's employees understand the prohibitions imposed on the U.S. Government regarding personal services contracts and will report instances where the Government attempts to control or supervise contractors' employees to COR or contracting officer immediately. Contractor shall ensure its personnel identify themselves as contractors in accordance with applicable N&NC directives and

instructions. Contractor shall ensure its personnel do not perform any inherently governmental activities. Contractor shall ensure its personnel do not attempt to represent the Government of the United States or N&NC to any other person or entity, U.S. or foreign.

5.8.1. MONTHLY STATUS REPORT: The contractor shall keep the Contracting Officer Representative (COR) informed of all activities via verbal communication and status reports. The reports shall include the status of resources, resolution of previously reported problems, summary of the preceding month's accomplishments, new problems encountered (if any), plans for the following month, and the planned deliverables for the next month. Any changes in deliverable schedules for the original task plan will be noted. (CDRL 0007, 0009)

5.9. SERVICES DURING CRISIS:

The performance of these services is not considered to be mission essential during times of crisis. Should a crisis be declared impacting performance under this contract, the Contracting Officer will verbally advise the contractor of the revised requirements, followed by a written notification. The contracting officer will further notify the contractor verbally when the crisis has ended with written notification to follow.

6.0. CONTRACTOR MANPOWER ACCOUNTING REPORTING REQUIREMENT: The Contractor shall report all contractor manpower required for the performance of this requirement. Enterprise Contractor Manpower Reporting Application (eCMRA) shall be reported on all contractor labor hours (including subcontractor labor hours) required for performance of services provided under this requirement via a secure data collection site. The Contractor is required to completely fill in all required data fields at <http://www.ecmra.mil>. Reporting inputs will be for the labor executed during the period of performance for each Government fiscal year (FY), which runs 1 October through 30 September. While inputs may be reported any time during the FY, all data shall be reported no later than 31 October of each calendar year. Contractors may direct questions to the CMRA help desk.

Base Period

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 0001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$23,701.73 | \$284,420.73 |
| 0002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,300.47 | \$303,605.67 |
| 0003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Base Period Total | | | | | \$728,026.40 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 1

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 1001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$24,294.27 | \$291,531.25 |
| 1002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,932.98 | \$311,195.81 |
| 1003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 1 Total | | | | | \$742,727.06 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 2:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 2001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$24,901.63 | \$298,819.53 |
| 2002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$26,581.31 | \$318,975.71 |
| 2003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 2 Total | | | | | \$757,795.24 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 3:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 3001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,524.17 | \$306,290.01 |

| | | | | | |
|-----------------------|---|----|-----|-------------|--------------|
| 3002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$27,245.84 | \$326,950.10 |
| 3003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 3 Total | | | | | \$773,240.11 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 4:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 4001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$26,162.27 | \$313,947.27 |
| 4002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$27,926.99 | \$335,123.85 |
| 4003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 4 Total | | | | | \$789,071.12 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

| | | | | | |
|--|--|--|--|------------|-----------------------|
| | | | | TEP | \$3,790,859.93 |
|--|--|--|--|------------|-----------------------|

| PRICE SCHEDULE | | | | | | | |
|----------------|------------------|------------------------------|-------|----------|-------------------|------------|---------------|
| | | BASE YEAR | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 0001 | (b) (4) | | | | | | |
| CLIN 0002 | | | | | | | |
| | Labor SubTotal | | | | | | 588,026.40 |
| | Total | | | | | | 588,026.40 |
| | | OPTION YEAR 1 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 1001 | (b) (4) | | | | | | |
| CLIN 1002 | | | | | | | |
| | Labor SubTotal | | | | | | 602,727.06 |
| | Total | | | | | | 602,727.06 |
| | | OPTION YEAR 2 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 2001 | (b) (4) | | | | | | |
| CLIN 2002 | | | | | | | |
| | Labor SubTotal | | | | | | 617,795.24 |
| | Total | | | | | | 617,795.24 |
| | | OPTION YEAR 3 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 3001 | (b) (4) | | | | | | |
| CLIN 3002 | | | | | | | |
| | Labor SubTotal | | | | | | 633,240.11 |
| | Total | | | | | | 633,240.11 |
| | | OPTION YEAR 4 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 4001 | (b) (4) | | | | | | |
| CLIN 4002 | | | | | | | |
| | Labor SubTotal | | | | | | 649,071.12 |
| | Total | | | | | | 649,071.12 |
| | TEP | | | | | | 3,090,859.93 |

Note: Column C was added per RFQ instructions, section 9 pg. 7, to show the GSA PSS labor category that was mapped to the labor category in the staffing approach provided to show sufficient backup details.

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**NORAD-USNORTHCOM/J7
Advisory & Assistance
Joint Task Force Headquarters
(JTFHQ) Training and
Readiness Program
Management**

**GSA Project Number
ID08170071**

**Volume I – Technical
Proposal**

Submitted to:

General Services Administration (GSA),
Federal Acquisition Service (FAS) on behalf of
the Headquarters (HQ) NORAD and
USNORTHCOM (N&NC)

Prepared by:

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Introduction

ITility understands the actions of the NORAD-USNORTHCOM/J72 are key to executing a comprehensive and deliberate Joint Task Force Headquarters (JTFHQ) Training and Readiness Program that establishes command, control, and communication options and enhances unity of command and unity of effort across all Defense Support of Civil Authorities (DSCA) response operations. We have analyzed the requirements in the Performance Work Statement (PWS) and will support the J72 with expert advice, analyses, and assistance to leverage all sources and facilitate a systematic approach to ensuring Command personnel can effectively accomplish assigned missions. Our experience in managing training, education, and assessment programs at USSOCOM/J7 and, exemplary training support to Headquarters Air Combat Command (HQ ACC), along with our proven ability to sustain a highly qualified workforce, will enable ITility to deliver outstanding service to the NORAD-NORTHCOM/J72 starting on day one of the contract. In addition, we have the flexibility and responsive management processes in place to meet all current and future requirements.

***“Mission and Team First”
ITility delivers:***

***Proactive management from a
mature small business
successfully executing training
and readiness programs at
USSOCOM/J7 and HQ ACC***

***Highly qualified workforce
providing administrative,
procedural, and operational
support through certified
processes and directed resources***

***Ability to adapt program support
quickly and effectively to meet
emerging customer requirements***

1.0. FACTOR 1 – STAFFING APPROACH

(b) (4)

Table 1: Proposed Labor Mix

| Labor Categories | Number of FTEs |
|------------------|----------------|
| (b) (4) | |

1.1. Recruiting and Hiring Trained Personnel

(b) (4)



Figure 1: Staffing Process

Recruit

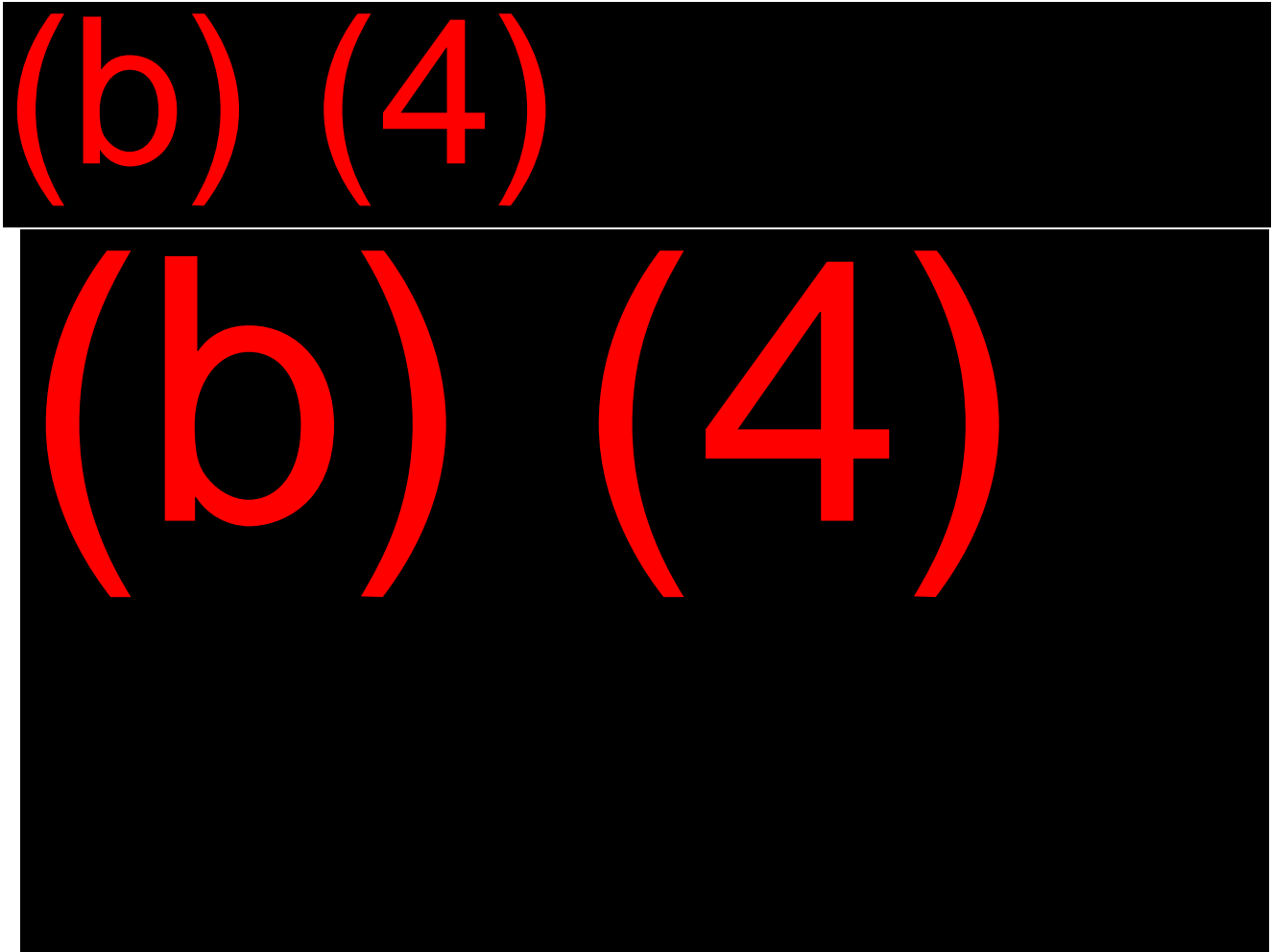
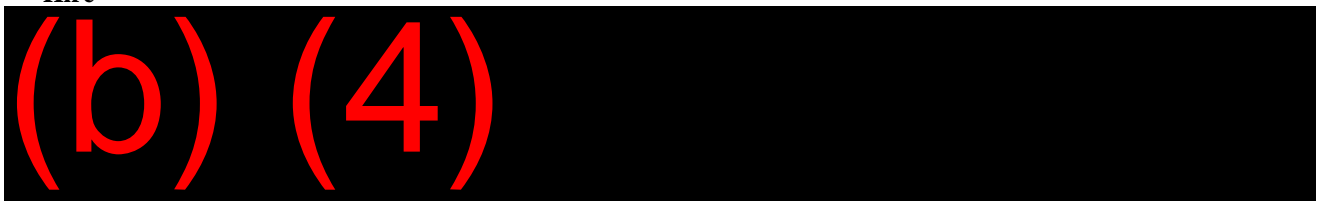


Figure 2: Recruiting Process

Hire



(b) (4)

Table 2: Hiring Time Table

| Milestones | Estimated Times |
|------------|-----------------|
| (b) (4) | (b) (4) |

| |
|---------|
| (b) (4) |
|---------|

Table 3: ITility's Employee Benefits Package

| Benefit | ITility Provides Above Industry Standard |
|---|---|
| Medical – Cost Sharing | (b) (4) |
| Dental | |
| Vision | |
| Life and Accidental Death and Dismemberment | |
| 401(k) | |
| Paid Time Off (PTO) | |
| Holidays | ITility recognizes the Government's schedule for <i>10 Federal Holidays</i> |
| Short term disability | (b) (4) |
| Long term disability | |
| Tuition Assistance | |
| Employee Referral Bonus | |
| Flexible Spending Account | |
| Paycheck | |
| Performance Recognition | |
| Health Clubs | |

(b) (4)

Personnel Replacement

(b) (4)

Workforce Management and Timely Issue Resolution



2.0. FACTOR 2 – RELEVANT EXPERIENCE

2.1. Relevant Experience Reference #1 – H92222-16-D-0017

| RELEVANT EXPERIENCE PROJECT DATA SHEET | |
|---|---|
| 1. Project No. (check one) : <input checked="" type="checkbox"/> #1 <input type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 | |
| 2. Experience for: <input checked="" type="checkbox"/> Offeror <input type="checkbox"/> Joint-Venture <input type="checkbox"/> Other (Explain) | |
| Firm Name: ITility | |
| Address: 200 Fairbrook Dr. Suite 203, Herndon VA, 20170 | |
| Phone Number: 703-378-2917 | |
| Point of Contact: (b) (6) | Contact Phone Number: 703-378-2917 ext. 802 |
| 3. Contract Number: H92222-16-D-0017 Delivery/Task Order Number: 0002 | |
| Title: USSOCOM SOF AT&L-KH | |
| Owner Name: USSOCOM Directorate of Joint Special Operations Forces (SOF) Development (J-7) | |
| Location: MacDill AFB, Florida | |
| Award Amount: \$17,146,801.84 | |
| Final Price: \$22,637,660.33 | |
| 4. Award Date (mm/dd/yy): 02/04/16 | Completion Date (mm/dd/yy): 02/28/20 |
| 5. Type of Contract/Task Order: (Check <u>ALL</u> that apply) | |
| <input checked="" type="checkbox"/> Firm-Fixed Price <input type="checkbox"/> Cost/Time and Material <input type="checkbox"/> Other (explain): | |
| 6. Customer/Owner Name: | |
| Point of Contact (POC): (b) (6) POC Phone Number: 813-826-7133 | |
| POC E-mail address: (b) (6)@socom.mil | |
| 7. Detailed description of the project and the relevancy to the project requirements of this RFQ: | |
| ITility provides the U.S. Special Operations Command (USSOCOM), Directorate of Joint Special Operations Forces (SOF) Development (J7) with general program support, expert advice, analyses, and assistance in carrying out responsibilities and all actions required to support the J7 training and education mission. Our team facilitates the validation of requirements and resources, long-term plan development, and the coordination and monitoring of training and education programs that support the preparation of SOF. ITility provides J7 with a contractor team that has operational experience across the spectrum of SOF Components and Special Mission Units, augmented by academic and technical specialists versed in the cutting edge capabilities of their specific fields of expertise, and professional task leadership that is completely aware of the broad spectrum of capabilities in a major contractor consortium with the capability to access the right resources in a timely manner. Our support under this | |

effort requires us to manage employees at twelve separate Geographically separated locations worldwide, to include multiple OCONUS FTE in both Germany and Korea.

ITility supports J7 with informing, synchronizing, and shaping training across the SOF Enterprise. We support developing training guidance and priorities, and validation of training requirements with a focus on capability sponsorship. J7 Training focuses on a complex set of customers and generates unique sets of requirements for support. Providing a conduit for Component and Joint SOF Training solutions dictates the capture, representation, and analysis of mission training and preparation methods. J7 Training establishes the standards not only for SOF, but has taken a lead for many efforts within the joint community in all phases of training development, support, and sustainment. This type of specialized training support typically leads discussions with Joint Staff regarding systems oversight as well as with the force integrators. To support the J7 refining advanced skills and qualification linkages to inform readiness, ITility supports analyzing qualification requirements and aligns required training to achieve proficiency. As the SOF Enterprise conduit, J7 Training must ensure compliance with established standards and policy to achieve interoperability, improved performance, maximized operational efficiencies, and reduced overall sustainment burdens. J7 Training must be capable of representing the identified SOF requirements across the inter-service and interagency communities to ensure SOF remain effective across all common employment scenarios. We also develop special curriculum in support of targeted audiences and provide mentorship of language instructors. To support the J7 assessing SOF readiness, ITility supports the ongoing development and implementation of the Special Operations Training Assessment Program (SOTAP), collective assessments to measure SOF readiness, assessments of advanced SOF skills, assessment of Component training and education programs, and the assessment of SOF education programs. To support the J7 integrating the SOF Enterprise into Joint Training System (JTS) as a final validation of battle staff and unit readiness, ITility has improved upon the SOF Enterprise Training and Education Readiness Reporting System. We identify training and education issues, themes, trends, and influence the assessment of SOF training and education readiness to provide a high definition picture of SOF education and training readiness.

As part of JTS Execution phase, the ITility SOCPAC JTSS embedded with SOCPAC element to form a combined US-Australian exercise Joint Task Force (JTF). Using the Collection Management Plan (CMP), we gathered participants' task performance observations (TPOs) and task proficiency evaluations (TPEs) of their training objectives to validate capabilities. IMPACT: 151 TPOs and 69 TPEs collected against 82 training objectives. Also, our JTSS support included development of the combined JTF's After Action Review (AAR) at exercise's conclusion and support to the JTF Commander's report to the CTF Commander. Results inputted into JTIMS for development of the SOJ7 TO Summary for future support to training assessments, AARs, lessons learned, and exercise development. This provided JTS products that complement and support SOCPAC's JTF training assessments, development of future exercises, exercise funding, and validation of TSOC capabilities.

ITility provides inventory and database management support for classified materials and security-related information. ITility is responsible for updating the security database and performing maintenance as required, to include data reconciliation and data clean-up. We provide analysis and advice across the full spectrum of SOF operations, and provide direct support to the modeling and simulation programs by developing required input data for planners and gamers supporting Virtual Mission Rehearsal Systems Analysis at the operational and tactical level. We also provide support to assist J7 in the implementation and execution of the Joint Training System. We assist in the assessment, design, development, implementation, and management of supported unit's programs, subordinate processes, and specialized command programs. We support the integration, coordination, and standardization of special operations forces mission essential tasks and related conditions and standards at the HQ, Service Components, TSOC, and Unified Command level using the Joint Training Manual for Armed Forces of the United States as guidance.

We support security requirements for safeguarding classified information/ materials, obtaining and verifying personnel security clearances, verifying security clearances and indoctrination of visitors, controlling access to restricted areas, protecting government property, and securing management information systems and data.

Our team provides cost-benefit-analysis and recommendations for resourcing decisions related to the SOF training program. We also utilize and support the development of life cycle cost estimates using quantitative modeling software. Our team includes senior finance analysts that support the development of current year spend plans, long term budget plans, unfunded requirements documents, and overseas contingency operations financial requests. We provide expert advice to the planning, coordinating and execution of joint personnel programs, individual mobilization augmentee programs, and reserve and national guard mobilization processes.

ITility provides program management support to include assessment of SOF education to identify improvements to the programs, procedures, and processes. Our project analysts perform studies and provide recommendations to realign funding and resources to result in efficiencies and improved training outcomes. We conduct research, gather data, assemble and analyze facts, draw conclusions, develop solution criteria, and identify actual or potential program efficiencies to improve SOF education programs, procedures, and processes. Our team provides scientific and educational research to develop new knowledge on education theory, cognitive processes, and education program development. We also provide general administrative support to include VTC and meeting support, preparation of minutes and action item tracking, and attendance at working groups as required.

8. Other Information: None

2.2. Relevant Experience Reference #2 – FA489012D0008 0076

| RELEVANT EXPERIENCE PROJECT DATA SHEET | |
|---|--|
| 1. Project No. (check one) : <input type="checkbox"/> #1 <input checked="" type="checkbox"/> #2 <input type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 | |
| 2. Experience for: <input checked="" type="checkbox"/> Offeror <input type="checkbox"/> Joint-Venture <input type="checkbox"/> Other (Explain) | |
| Firm Name: ITility Address: 200 Fairbrook Dr. Suite 203, Herndon VA, 20170 Phone Number: 703-378-2917 Point of Contact: (b) (6) Contact Phone Number: 703-378-2917 ext. 802 | |
| 3. Contract Number: FA489012D0008 0076 Title: CAF Unit Level Unit Command and Control Operations (UL/UC2 Ops) Location: Joint Base Langley-Eustis, VA, Southwest Asia Award Amount: \$5,710,646.50 Final Price: \$10,386,700.80 | |
| 4. Award Date (mm/dd/yy): 09/15/15 Completion Date (mm/dd/yy): 08/31/18 | |
| 5. Type of Contract/Task Order: (Check ALL that apply) <input type="checkbox"/> Firm-Fixed Price <input type="checkbox"/> Cost/Time and Material <input checked="" type="checkbox"/> Other (explain): Fixed Price Level of Effort | |
| 6. Customer/Owner Name: ACC/AMIC Point of Contact (POC): (b) (6) POC Phone Number: 757-225-1898 POC E-mail address: (b) (6)@us.af mil | |
| 7. Detailed description of the project and the relevancy to the project requirements of this RFQ: ITility provides Unit Level Unit Command and Control Operations (UL/UC2 OPS) support to Headquarters Air Combat Command, Operations Division (HQ ACC/A3O) and ACC/AFGSC/PACAF/SWA wing and unit organizations. UL/UC2 Ops is the follow-on program to the legacy Theater Battle Management Core System - Unit Level Operations (TBMCS-UL OPS). UL/UC2 OPS is an integrated set of hardware, software, and communications applications which provide for secure planning, execution, resource management and intelligence data at all levels of command. UL/UC2 consists of 3 primary functional components: a Base Common Operational Picture (COP) -- Installation Information Management System (IIMS), and Resource Tracking and Management -- Resource Management Application (RMA), and an Alerter, as well as several external interfaces with critical C2 information systems including the Combat Air Forces (CAF) flight scheduler Patriot Excalibur (PEX) and the chat tool Defense Collaboration Services (DCS). As the CAF Command and Control (C2) tool at the wing and unit level, UL/UC2 OPS develops, integrates, fields, and maintains an evolving sequence of software capabilities that support the execution of the air battle plan and the air tasking order message received from the Air Operations Center (AOC). UL/UC2 operations software systems provide local wing leadership with access to and an overview of both the scheduling and mission support activities at the wing, group, and squadron level as well as and the capability to track and report to higher headquarters the status and success of base operations and flight missions all under a single pane of glass. At many bases, UL/UC2 is fielded to the Wing Operations Center | |

(WOC), the Maintenance Operations Center (MOC), the Squadron Operations Center (SOC), and many other work-centers. It establishes integrated resource and airbase management to enhance sortie scheduling and generation, force employment, mission reporting and airbase defense. Our UL/UC2 Ops support to ACC/A3O includes requirement definitions, operational training and operational execution of UL/UC2 OPS capabilities during daily operations, unit inspections, exercises, tests and evaluations, and experimentation events.

As the prime contractor for the UL/UC2 Ops program, ITility has demonstrated an ability to effectively manage a geographically dispersed global workforce. As we transitioned duties away from the previous prime contractor, we were able to retain all but one of the incumbent CONUS FTE, and have them all at their respective worksites on day 1 of the period of performance start. We have leveraged our proven recruiting and hiring approaches to also place permanent personnel in all required OCONUS locations (a total of 10 positions in various locations in SWA and PACAF), which had not been part of the previous contract. In addition to our HR and transitional success under the UL/UC2 Ops program, ITility has used our management approach to effectively communicate with our dispersed workforce. Most of our employees under this effort are the only FTE working on this contract at the site where they are located. We constantly maintain close communication and oversight over these individuals through telephone, VTC, and e-mail connectivity. We hold teleconference information exchanges on a monthly basis with all personnel throughout the period of performance to keep their worldwide workforce up to speed on latest program developments, on the same page, and ensured they were always focused on areas/issues most important to the ACC Headquarters which proved essential to overall program success. We also provide our workforce with collaborative environments like SharePoint, for them to interact with each other and leverage their personal experiences in training and supporting our customer base to assist each other in developing innovative new approaches to training and curriculum development.

ITility's trainers both in CONUS and OCONUS locations have developed very effective location-specific training plans, lesson plans, training outlines and training support material (i.e., slides, handouts, etc.). These documents are classified and/or unclassified. The trainers had to update training material twice in the past year for directed system upgrades and had to deal with and build their training to address an awkward and difficult split between training system capability and live system capability which required significant additional work on the part of the trainers to produce adequate training materials. Additionally, ITility's trainers conducted over 39 on-line training exercises over the course of the past year, showing a higher level of customer support and operational focus.

All of ITility's personnel are required to maintain UC2 applications documentation, notices, and other related data, and integrate them into local unit training activities at their locations. They are also required to maintain a current library of installed UC2 OPS systems, including commercial off-the-shelf (COTS) documentation, load software users manuals, version description documents, and similar materials.

ITility's personnel are required to identify new operational and system user requirements at their locations for inclusion in on-going UC2 agile development efforts and for inclusion in and/or updating existing program documentation including CONOPS and an ACCI. Inputs received through ITility efforts resulted in review, verification, and validation of over 750 specific requirements in the past year that ensured the UC2 agile development process remained on track and focused on meeting valid user needs. This required a significant investment in hours and represents a very solid effort given ITility's other responsibilities under the PWS. This required significant amounts of field research with all wings supported to determine local wing UL/UC2 procedures and processes and exactly what the users needed the UC2 system to do to meet/better meet their specific needs.

Our OCONUS trainers in SWA function in a combined role as System Administrator Trainers (SAT) and Capability Application Trainers (CAT). They provide Operator training to ensure the operators can effectively utilize the UL systems (CATs). CATs train operators from various unit functional areas in daily procedures. This includes, but is not limited to, wing staff, schedulers, security police, hospital personnel, munitions, duty desk personnel, flight records, maintenance, and SRC. Our trainers provide system administrator training, including all aspects of UL system administration including initial setup, troubleshooting, helpdesk support, and development support as part of the UL locations worldwide to perform on-site setup troubleshooting of UL systems. SATs interface directly with TBMCS Configuration Manager, TBMCS Center of Excellence, AC2ISRC, and external organizations.

8. Other Information:

None

2.3. Relevant Experience Reference #3 – FA489012D0008 0091

| RELEVANT EXPERIENCE PROJECT DATA SHEET | |
|---|--|
| 1. Project No. (check one) : | <input type="checkbox"/> #1 <input type="checkbox"/> #2 <input checked="" type="checkbox"/> #3 <input type="checkbox"/> #4 <input type="checkbox"/> #5 |
| 2. Experience for: | <input checked="" type="checkbox"/> Offeror <input type="checkbox"/> Joint-Venture <input type="checkbox"/> Other (Explain) |
| Firm Name: ITility Address: 200 Fairbrook Dr. Suite 203, Herndon VA, 20170 Phone Number: 703-378-2917 Point of Contact: (b) (6) Contact Phone Number: 703-378-2917 ext. 802 | |
| 3. Contract Number: FA489012D0008 0091 Title: A3 United States Weapons School (USAFWS), Combat Air Forces (CAF) Munitions Management and Operations Support Location: Joint Base Langley-Eustis, VA Award Amount: \$4,612,156.00 Final Price: \$ \$4,644,133.00 | |
| 4. Award Date (mm/dd/yy): 08/20/15 Completion Date (mm/dd/yy): 08/31/18 | |
| 5. Type of Contract/Task Order: (Check <u>ALL</u> that apply) <input type="checkbox"/> Firm-Fixed Price <input type="checkbox"/> Cost/Time and Material <input checked="" type="checkbox"/> Other (explain): Fixed Price Level of Effort | |
| 6. Customer/Owner Name: Point of Contact (POC): (b) (6) POC Phone Number: 757-225-1898 POC E-mail address: (b) (6) @us.af mil | |
| 7. Detailed description of the project and the relevancy to the project requirements of this RFQ: Headquarters, Air Combat Command (ACC), Directorate of Operations (A3), Flight Operations Division (A3T) at Langley Air Force Base, VA is responsible for the combat readiness and training of the Combat Air Forces (CAF). ACC/A3T provides the operational expertise required to meet current and future needs of the CAF. The organization develops, coordinates and publishes command guidance for all aspects of aircrew training in the CAF fighter, bomber, airlift and rescue units. ACC/A3T develops realistic training requirements, programs, and instructions, and provides support to ensure combat-ready forces for theater wartime tasking. A3T also develops and oversees policy for ACC flight operations, aircrew flying training, Distributed Mission Operations and formal training programs. Functional expertise for ACC combat aircraft, rated aircrew management, flying hours, aircrew standardization, combat readiness, and life support focal point for CAF weapons and tactics development, USAF Weapons Instructor Course, munitions allocations and supports AF recruiting, retention, and community relations by scheduling ACC assets in support of aerial events worldwide. Manages aircrew standardization and evaluation for all CAF aircraft. ITility provides system requirement analysis and definition, programming, program execution, systems analysis, technical expertise, data management, resource management and program implementation consultation support to ACC/A3T using highly experienced experts and leading edge decision support systems. Including consulting support to HQ ACC and subordinate units for managing the USAF CAF wide assets and aircrews. ITility provides the experience and expertise necessary to support the effective and efficient management for training, test, and deployment of Air Force munitions/missiles supporting over 2,978 combat/training/test coded platforms within Combat Air Force (CAF), Mobility Air Force (MAF), Air Reserve Component (ARC), and Air Education Training Command (AETC). We remain familiar with specific munition requirements for all types of platforms enabling effective use of the Air Force Ready Aircrew Program (RAP) to develop munitions requirements valued at \$4.1 billion and to distribute allocations based on expected C-NAF mission requirements. To include comprehending total inventory consisting of some 1,200 different items in 675 configurations; world-wide asset deployment requirements, aircraft load outs, and individual training requirements supporting Air Force usage prioritization of munitions/missiles. Additionally, ITility coordinates the daily movement and transition of | |

munitions/missile allocations and assets based on established priorities supporting logistical efforts on both ends consisting of over 3,684 transactions annually.

ITility supports efforts to project and manage annual Advisory Air training assets, budget and requirements for all 26 squadrons of the United States Air Force Weapons School (USAFWS). ITility also maintains awareness; effectively projects; and efficiently tracks funding to ensure sufficient availability and balance of assets with operational/training requirements while ensuring future weapons officers are provided the resources needed for realistic training for the CAF and ensure optimum combat capability for USAF and DoD assets. This includes coordinating with all appropriate staff offices; MAJCOMs; COCOMs; etc. to effectively develop required planning and programming documents. In addition, support government efforts to prepare detailed plans, budgets, and schedules for the USAFWS programs to enable integration of requirements to annual fiscal programs (i.e. POM).

ITility provides the experience and expertise necessary to support all computer and network requirements for over 250 classified and unclassified systems, to include information assurance, emission security and communication security requirements. Including maintaining unclassified (NIPRNET) and classified (SIPRNET) administrative privileges and permissions for JBLE-Langley AFB. ITility maintains a complete inventory of all hardware and software and effectively projects a modernization plan for tech refresh purchase options throughout the year.

ITility provides expertise necessary to support MAJCOM staff level functions to include incorporating COCOM requirements into training programs and updating required documents; F-35 total force integration issues; assists with unit manning requirements analysis; advises and coordinates on training and readiness taskings; and coordinates with international partners as required. In additions, ITility supports development and coordination of Live Virtual Constructive training requirements; weapons and tactics planning; site activation efforts such as F-35 basing plans and site actions; supports working groups as required; developmental and operational testing activities; and safety efforts.

ITility supports and assists with efforts to ensure combat readiness and training of CAF platforms by providing expertise necessary to meet current and future needs to include Cyber and Space expertise, to include expertise necessary to support MAJCOM staff level functions including incorporating COCOM requirements into training programs and updating required documents; total force integration issues; assist with pilot manning; and coordination with international partners as required; providing technical and analytical assistance to assess weapon system capabilities; and translate system requirements into resource evaluation and documentation products.

8. Other Information:

None

3.0. FACTOR 3 – PAST PERFORMANCE

3.1. Past Performance Reference #1 – H92222-16-D-0017 CPARS

CPARS/FAPHS

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CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

Nonsystems

Name/Address of Contractor:

Company Name: ITILITY, L.L.C.

Division Name:

Street Address: 200 FAIRBROOK DR STE 203

City: HERNDON

State/Province: VA Zip Code: 201705283

Country: USA

CAGE Code: 3A2Y1

DUNS Number: (b) (4)

PSC: R499 NAICS Code: 541611

Evaluation Type: Interim

Contract Percent Complete: 25

Period of Performance Being Assessed: 02/29/2016 - 02/28/2017

Contract Number: H9222216D0017 0002 Business Sector & Sub-Sector: Nonsystems - Prof/Tech/Mng Support

Contracting Office: USSOCOM REGIONAL CONTRACTING OFFICE Contracting Officer: (b) (6) Phone Number: (813) 826-7133

Location of Work:

7701 Tampa Point Blvd

MacDill AFB, FL 33621

Award Date: 02/11/2016 Effective Date: 02/04/2016

Completion Date: 02/28/2020 Estimated/Actual Completion Date: 02/28/2020

Total Dollar Value: \$22,637,660 Current Contract Dollar Value: \$10,105,699

Complexity: High Termination Type: None

Competition Type: Full and Open Competition after Exclusion of Sources Contract Type: Firm Fixed Price

Key Subcontractors and Effort Performed:

DUNS:

Effort:

DUNS:

Effort:

DUNS:

Effort:

Project Number:

Project Title:

SOCOM Wide Mission Support (SWMS) Group B, Directorate for Force Management and Development (FMD), Training and Education Office (J7), J7 Consolidated Support

Contract Effort Description:

The contracted effort is to provide J7 with a contractor team that has operational experience across the spectrum of Special Operations Forces (SOF) Components and Special Mission Units, augmented by academic and technical specialists versed in the cutting edge capabilities of their specific fields of expertise, and professional task leadership that is completely aware of the broad spectrum of capabilities in a major contract consortium with the capability to access the right resources in a timely manner. The contractor provides support to USSOCOM J7 in the delivery of general program support, expert advice, analyses, and assistance in carrying out responsibilities and all actions required to support the J7 training and education mission across the SCF Enterprise.

Small Business Utilization:

Does this contract include a subcontracting plan? No

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A

Evaluation Areas

Past Rating

Rating

Quality:

N/A

Exceptional

Schedule:

N/A

Exceptional

Cost Control:

N/A

N/A

Management:

N/A

Exceptional

Utilization of Small Business:

N/A

N/A

Regulatory Compliance:

N/A

Satisfactory

Other Areas:

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(1) : N/A
(2) : N/A
(3) : N/A

Variance (Contract to Date):

Current Cost Variance (%): Variance at Completion (%):

Current Schedule Variance (%):

Assessing Official Comments:

QUALITY: The contractor has provided exceptional quality in support of the J7 training and education mission. The contractor's performance, beginning with the Government Kick-Off Meeting through the Transition and initial four weeks of the Period of Performance was superior. In accordance with SOW Paragraph 2.1, ITility executed a low risk, phased transition of four (4) previous task orders into one (1) consolidated task order. The government benefitted by experiencing no break in project continuity while receiving support services of the highest quality without interruption. The task order transition was transparent to the government customers supported. Additionally, on day one the contractor reorganized the Headquarters (HQ) USSOCOM Joint Training System Specialist (JTSS) network and realigning all JTSS positions under one Project Lead, assigning specific duties to each billet that better serve the needs of the mission. This reorganization lead to the standardization of the JTSS network, which permitted the contractor to institute innovative quality control measures throughout the network. USSOCOM now benefits from having a dedicated JTSS team focused on implementing the Joint Training System (JTS) at the HQ and outstations. As a consequence, USSOCOM Components and TSOs have realized the threefold increase in the effectiveness of their training objective design and assessment process, thus leading to higher combat readiness. The contractor also led the development of a DOTMLPF-P Endorsement Manual to support TSO and Component capability developers. This has allowed the SOF Enterprise to better understand and articulate required capabilities and collaborate more effectively, leading to much quicker staffing and approval of SOCOM Requirements Evaluation Board (SOCREB) requirement validation issues.

SCHEDULE: The Contractor has done an excellent job in keeping the program on schedule. The Contractor provided timely support by rapidly responding to multiple, short-fused requirements. They demonstrated flexibility while achieving superior effects on task. Specifically, the Contractor greatly exceeded contractual requirements by completing all phase-in transition tasks two days ahead of an already very tight schedule; completed multiple travel requirements on day one of the period of performance; completed thorough data collection and expert analysis on multiple issues ahead of required time lines. The contractor has met all SDS delivery objectives thereby exceeding the stipulated acceptable quality levels. The contractor has consistently filled position shortfalls ahead of government requirements. Additionally, required reports are submitted two days ahead of schedule 98% of the time.

MANAGEMENT: The Contractor has exhibited exceptional management and business relations with all customers during this reporting period; this is evident in the Contractor's communications with Government personnel and its own employees. This is, in part, due to the Contractor instituting regular team meetings between all members of the mission team. In addition to these regular team meetings, the Contractor Program Manager (PM) and Task Lead implemented monthly meetings with J7 leadership which have garnered an exchange of information which has been of benefit to the Government in allowing issues to be discussed and resolved at the lowest level. As a result, the Government has seen quicker identification of issues and timely resolution. The Contractor has a positive history of reasonable and cooperative behavior with this office. The integration and coordination activities that the Contractor has taken to execute the contract have been excellent. All deliverables have been on time with no need for rework or clarification, which has allowed the Government to continue all in-process work, thereby meeting the mission needs.

REGULATORY COMPLIANCE: The contractor has satisfactorily complied with all regulatory guidance as stipulated in Paragraphs 8 and 9 of the SOW and as directed in the DD254. The contractor has not been the subject of any security incidents or violations during this PoP.

RECOMMENDATION:

Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I would recommend them for similar requirements in the future.

Name and Title of Assessing Official:

Name: ULISES CARTAYA

Title: Program Manager

Organization: SOCOM

Phone Number: 813-826-7241 Email Address: ulises.cartaya@socom.mil

Date: 04/24/2017

Contractor Comments:

QUALITY: We concur with the Assessing Official's comments

SCHEDULE: We concur with the Assessing Official's comments

MANAGEMENT: We concur with the Assessing Official's comments

REGULATORY COMPLIANCE: We concur with the Assessing Official's comments

ADDITIONAL/OTHER: We concur with all of the Assessing Official's comments.

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CONCURRENCE: I concur with this evaluation.

Name and Title of Contractor Representative:

Name: (b) (6)

Title: COO

Phone Number: (b) (6) Email Address: (b) (6)@itility.com

Date: 04/24/2017

Review by Reviewing Official:

Review by Reviewing Official not required.

Name and Title of Reviewing Official:

Name:

Title:

Organization:

Phone Number: Email Address:

Date:

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https://cpars.cpars.gov/cpars/app/appviewevaluation_input.action?id=1535210&requestTy... 4/25/2017

3.2. Past Performance Reference #2 – FA489012D0008 0076 CPARS

FOR OFFICIAL USE ONLY / SOURCE SELECTION INFORMATION - SEE FAR 2.101, 3.104, AND 42.1503

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CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

Name/Address of Contractor:

Company Name: ITILITY, L.L.C.

Division Name:

Street Address: 4451 BROOKFIELD CORPORATE DR STE 108

City: CHANTILLY

State/Province: VA Zip Code: 201511693

Country: USA

CAGE Code: 3A2Y1

DUNS Number: (b) (4)

PSC: R408 NAICS Code: 541611

Evaluation Type: Interim

Contract Percent Complete:

Period of Performance Being Assessed: 09/01/2016 - 08/31/2017

Contract Number: FA489012D0008 0076 **Business Sector & Sub-Sector:** Nonsystems - Prof/Tech/Mng Support

Contracting Office: FA4890 ACC AMIC **Contracting Officer:** (b) (6) **Phone Number:** (b) (6)

Location of Work:

Joint Base Langley-Eustis, VA, Southwest Asia

Award Date: 09/15/2015 **Effective Date:** 09/09/2015

Completion Date: 08/31/2018 **Estimated/Actual Completion Date:**

Total Dollar Value: \$5,710,647 **Current Contract Dollar Value:** \$3,689,591

Complexity: Medium **Termination Type:** None

Competition Type: Full and Open Competition after Exclusion of Sources **Contract Type:** Fixed Price Level of Effort

Key Subcontractors and Effort Performed:

DUNS:

Effort:

DUNS:

Effort:

DUNS:

Effort:

Project Number: FA4890-12D-0008

Project Title:

CAF Unit Level Unit Command and Control Operations (UL/UC2 Ops)

Contract Effort Description:

Provide training to wing UC2 OPS operators and provide operational and technical expertise support to wing leadership at ACC bases regarding implementation and operational employment of the system throughout the wing. Provide formal and on-the-job-training (OJT), readiness inspection and exercise support, and application/process support to wing UC2 OPS users.

Small Business Subcontracting:

Does this contract include a subcontracting plan? No

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A

Evaluation Areas Past Rating Rating

Quality: Very Good Very Good

Schedule: Satisfactory Satisfactory

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Cost Control: N/A N/A

Management: Very Good Exceptional

Small Business Subcontracting: N/A N/A

Regulatory Compliance: Satisfactory Satisfactory

Other Areas:

(1) : N/A

(2) : N/A

(3) : N/A

Variance (Contract to Date):

Current Cost Variance (%): Variance at Completion (%):

Current Schedule Variance (%):

Assessing Official Comments:

QUALITY: The contractor's performance during this period was very good, exceeding some, and meeting all, contractual performance threshold requirements. The contractor exceed contractual requirements by conducting more than 16 on-line training exercises over this period, maintaining the same rate of on-line courses set last period, despite significant contract support requirement changes and two major systems capabilities upgrades. These on-line, scenario-based courses offer an increased level of customer support by providing a better operational focus for the customer, and require significantly more preparation effort by the contractor than other types of training. On-line training is not a specific requirement under the contract but is something that the contractors provide at no extra cost to the government. The flexible nature of the training enables a higher degree of training concurrency and participation rate for users that may not be able to attend scheduled classroom events due to mission requirements. The contractor provided support, advice, and instruction while acting as "trusted agents" and advisers during 34 exercises/inspections and 12 real world events this period. The contractor exceeded contract requirements during many of these exercises/inspections and real world events that lasted more than 10-12 hours and, in some cases, up to 16 hours, to better support their customer's needs.

SCHEDULE: All required trip reports and monthly status reports were provided on or before the due date that enabled the government to highlight critical program issues and correct them with minimum impact to the mission.

MANAGEMENT: The contractor's overall program management during this period was exceptional. At the start of this performance period, the customer's UC2 system support requirements changed significantly due to wing commanders' dissatisfaction with the recently fielded UC2 system, in terms of performance and reliability. The UC2 system issues eventually led to termination of UC2 at 12 of 17 bases, and subsequently a descoping of over 70% of the bases in the contract which presented a significant risk to staffing at the remaining locations. Working under difficult circumstances, the contractor was able to effectively manage the remaining workforce to provide superior performance at supported bases, filled vacancies with quality personnel and was extremely responsive to multiple, significant contract changes, enabling effective MAJCOM program oversight and direction during a period of rapidly changing requirements. During this period the contractor quickly and effectively updated training materials for supported locations for two directed system upgrades and is prepared for a third major upgrade scheduled for the first quarter of next year. The contractor effectively supported two major UC2 capability upgrades which initiated several new processes for accomplishing basic actions including checklists, directives, and recalls, among others. The contractor's capability to rapidly change the training requirement was essential to allowing the government to achieve a more agile and frequent system upgrade cycle, providing more increased

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capability to the operational units. During this period the contractor reviewed, verified, and validated over 500 specific requirements to inform the development of UC2 1.1.1 and 1.2 and keep those efforts on track and focused on meeting valid user needs. This requirements collection/validation process required a significant number of hours spent conducting field research with all the supported wings to determine local wing procedures and processes and exactly what the users needed the UC2 system to do to better meet their specific needs. Due to this year's more frequent UC2 software upgrades, successful and rapid conduct of field research on requirements was an essential part of avoiding requirements creep and ensuring only operationally necessary requirements were included in the UC2 development effort. The contractor provided timely and concise inputs on operational test processes and procedures highlighting several testing concerns for the government which the customer was then able to bring to the attention of the testing community and get corrected before UC2 operational testing and subsequent software release decisions were delayed and/or otherwise negatively impacted.

REGULATORY COMPLIANCE: Contractor met compliance with all financial, environmental, safety, and labor regulations, Contractor complied with all contract clauses, reporting requirements as well as cost accounting standards and disclosure statements within this reporting period. Contractor complied with contractual safety requirements and labor laws, including affirmative action and EEO compliance requirements.

RECOMMENDATION:

Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I would recommend them for similar requirements in the future.

Name and Title of Assessing Official:

Name: (b) (6)

Title: CONTRACTING OFFICER

Organization: USAF

Phone Number: (b) (6) Email Address: (b) (6) @us.af.mil

Date: 09/05/2017

Contractor Comments:

ADDITIONAL/OTHER: Contractor agrees with the ratings assigned.

CONCURRENCE: I concur with this evaluation.

Name and Title of Contractor Representative:

Name: (b) (6)

Title: Air Force Program Manager

Phone Number: 703-378-2916 x818 Email Address: (b) (6) @itility.com

Date: 09/05/2017

Review by Reviewing Official:

Name and Title of Reviewing Official:

Name:

Title:

Organization:

Phone Number: Email Address:

Date:

3.3. Past Performance Reference #3 – FA489012D0008 0091 CPARS

FOR OFFICIAL USE ONLY / SOURCE SELECTION INFORMATION - SEE FAR 2.101, 3.104, AND 42.1503

FOR OFFICIAL USE ONLY

CONTRACTOR PERFORMANCE ASSESSMENT REPORT (CPAR)

Name/Address of Contractor:

Company Name: ITILITY, L.L.C.

Division Name:

Street Address: 4451 BROOKFIELD CORPORATE DR STE 108

City: CHANTILLY

State/Province: VA Zip Code: 201511693

Country: USA

CAGE Code: 3A2Y1

DUNS Number: (b) (4)

PSC: R408 NAICS Code: 541611

Evaluation Type: Interim

Contract Percent Complete:

Period of Performance Being Assessed: 09/01/2015 - 08/31/2016

Contract Number: FA489012D0008 0091 **Business Sector & Sub-Sector:** Nonsystems - Prof/Tech/Mng Support

Contracting Office: FA4890 ACC AMIC **Contracting Officer:** (b) (6) **Phone Number:** 7572257723

Location of Work:

Joint Base Langley-Eustis, VA

Award Date: 08/20/2015 **Effective Date:** 09/01/2015

Completion Date: 08/31/2018 **Estimated/Actual Completion Date:**

Total Dollar Value: \$4,612,156 **Current Contract Dollar Value:** \$877,554

Complexity: Medium **Termination Type:** None

Competition Type: Full and Open Competition after Exclusion of Sources **Contract Type:** Fixed Price Level of Effort

Key Subcontractors and Effort Performed:

DUNS:

Effort:

DUNS:

Effort:

DUNS:

Effort:

Project Number: 0091

Project Title:

A3 United States Weapons School (USAFWS), Combat Air Forces (CAF) Munitions Management and Operations Support

Contract Effort Description:

Contract provides Financial Support to the USAFWS, Munitions allocations and requirements for the CAF, IT support to ACC/A3T/IAS/A3H/A3J/RA and a 3 person F-35 Cell that works basing issues, bed down of iron, Tactics development and overall management of the F-35 Program.

Small Business Utilization:

Does this contract include a subcontracting plan? No

Date of last Individual Subcontracting Report (ISR) / Summary Subcontracting Report (SSR): N/A

Evaluation Areas Past Rating Rating

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Quality: N/A Very Good
Schedule: N/A Satisfactory
Cost Control: N/A N/A
Management: N/A Very Good
Utilization of Small Business: N/A N/A
Regulatory Compliance: N/A Satisfactory
Other Areas:
(1) : N/A
(2) : N/A
(3) : N/A

Variance (Contract to Date):
Current Cost Variance (%): Variance at Completion (%):
Current Schedule Variance (%): 0%

Assessing Official Comments:

QUALITY: During the reporting period 100% of deliverable requirements were met, received on time and all critical information was accurate. The exceptional experience, ability and initiative of the ITility team employees provide value that exceeds their task requirements as described in the PWS. ITility employees took the lead on several significant events: proposed and coordinated change recommendations for the AETC IFF syllabus – this will allow the Air Force to increase fighter pilot production to address the critical fighter pilot shortage; created a standardized method to calculate “Whitespace” available in each fighter unit’s training schedules between deployments – this will permit ACC to frame the USAF Exercise REDUX effort; developed an F-35A Operations Site Survey Focus Agenda to send to possible F-35A basing locations prior to Site Activation Task Force arrival – this provides much-needed guidance and focus for the host base and reduces survey team time for mission accomplishment; analyzed the Hill AFB F-35A pilot absorption issue, identified key stress areas, identified key mitigation factors and authored a briefing on the topic to the House Armed Services Committee – this enabled the Air Force to demonstrate the challenges it faces while standing up the first operational F-35A wing; initiated a requirements change to the operational F-35A unit contracted IP support contract to increase the number of Contractor Instructor Pilots – this will reduce the requirement for operational Instructor Pilots to instruct in the simulator and allow them to instruct more sorties in the aircraft and is a means to mitigate the forecasted pilot absorption risk; overcame the lack of active duty F-35 pilot availability on the staff by facilitating a working group of current active duty F-35A pilots from all operational and test communities to completely re-write AFI 11-2-F-35A Vol 3, Operational Procedures – this resulted in the first complete AFI 11-2-F-35A Vol 3 that has been written from the ground up based completely on actual F-35 operational and test experience and not “borrowed” from other airframes; refined and published original F-35A Unit Type Codes for the first pilot unit – this is critical for executing the first operational deployments and accurately reporting unit readiness; and worked closely with Hill AFB leadership and leadership across the ACC staff to provide optimum support in the buildup to Initial Operational Capability (IOC) – this enabled the Air Force to declare F-35A IOC in the very first week of the 5-month IOC window. When one of the ACC/A3T servers crashed without warning, the contractor was able to bring it back in minimum time and replaced the legacy backup programs with state-of-the-art software – this upgrade will provide periodic service status report and provide predictive warnings of future server malfunction to mitigate future risk of data loss for the division and over 250 users. The contractor prioritizes daily mission accomplishment and willingly works outside normal duty hours when required to support local and deployed mission requirements – this enables the busiest division in ACC to provide flexible support to the CAF in a challenging operational environment.

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SCHEDULE: The contractor accurately completed all deliverables and delivered them on-time or early, exceeding PWS requirements. The contractor's timely identification and notification of critical issues effecting performance, as well as their proactive and persistent action to mitigate risk associated with the government's cumbersome SIPRNet and Special Access Programs access process, resulted in zero impact to contract performance. The contractor's accurate and timely monthly Contract Status Reports enabled efficient and accurate funding of a very busy travel schedule, and enabled early identification of increased hours requirements during a level of effort increase for one FTE.

MANAGEMENT: At contract start the contractor succeeded in hiring 2 of the 3 critical incumbents. When the 3rd incumbent resigned the day before contract start, he was replaced within the allotted two weeks. The contractor had difficulty filling 2 of 3 new positions at contract start, due primarily to the same unforeseen market forces responsible for the current USAF Fighter pilot shortage and the current inability of ACC to fill rated positions in the same office. They effectively communicated the challenge to the government at the initial kickoff meeting and were granted a 90-day extension by the contracting officer. The contractor spared no expense conducting a world-wide recruiting effort and sacrificed their own corporate leadership to fill the most difficult positions. By the end of the extension the contractor was able to fill 1 of the 2 open positions. While the final position was vacant, the ITility Task Lead aggressively managed the workload and supported every task, meeting and travel requirement until the position was filled. After seven months and a waiver granted by A3T the remaining 3rd position was filled. The contractor developed and delivered an all-star team to man the newly formed F-35 Cell in ACC/A3TO. For all three new F-35 SME positions, the contractor provided FTE's whose education, USAF fighter rated aviation experience, MAJCOM experience, 5th gen fighter experience, F-35 program experience, fighter basing experience and fighter squadron leadership experience significantly exceed the requirements of the contract at no additional cost to the government. The contractor also exceeded requirements by filling an optional position with a highly qualified FTE well inside of the contractual timeline. The contractor successfully identified a shortfall in the contract's ability to support increasing Weapons Management program requirements, worked closely with the government to add hours to the appropriate position without increasing rates and precisely managed contracted hours to ensure mission accomplishment

REGULATORY COMPLIANCE: Complied with all appropriate regulatory requirements.

RECOMMENDATION:

Given what I know today about the contractor's ability to perform in accordance with this contract or order's most significant requirements, I would recommend them for similar requirements in the future.

Name and Title of Assessing Official:

Name: (b) (6)

Title: Contracting Officer

Organization: ACC AMIC

Phone Number: 757-225-7723 Email Address: (b) (6) @us.af.mil

Date: 11/02/2016

Contractor Comments:

ADDITIONAL/OTHER: Contractor agrees with the ratings assigned.

CONCURRENCE: I concur with this evaluation.

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Name and Title of Contractor Representative:

Name: (b) (6)

Title: CAAS IV Program Manager

Phone Number: 757-814-0345 Email Address: (b) (6) @itility.com

Date: 11/03/2016

Review by Reviewing Official:

Name and Title of Reviewing Official:

Name:

Title:

Organization:

Phone Number: Email Address:

Date:

Annex A: Position Descriptions and Qualifications

(b) (4)

- Minimum 20 years' military or civilian first responder experience planning, training, and conducting operations
- Minimum of 5 years' experience as a staff officer within HQ NORAD-USNORTHCOM, a Service headquarters, or a combatant command headquarters
- Demonstrated expert knowledge on researching, defining, evaluating, and implementing new technologies to enhance training and education programs and capabilities
- Experience assessing training and employment of current technology, determining capability gaps, providing focus areas for future investments, and conducting rapid acquisition
- Intimate knowledge of DoD and Civilian information (e.g., techniques, tactics, and procedures), intelligence, logistics, and communications requirements
- Expertise in operational plans, contingency plans, crisis action planning
- Expertise in advanced management and organizational skills
- Expert knowledge of current educational concepts and instructional design techniques
- Minimum 5 years' experience in a supervisory position
- Bachelor's degree required
- Top Secret security clearance

(b) (4)

- Minimum 15 years' experience in relevant area (joint training management, training program development, training assessments, joint and combined operations, first responder operations, etc.)

- Minimum of 5 years' experience as a staff officer within HQ NORAD-USNORTHCOM, a Service headquarters, or a combatant command headquarters
- Experience in the design of exercises, scenarios, and the management of Joint Master Scenario Event List (JMSEL) events.
- Knowledge of the joint training system, DoD modeling and simulation utilization and development, joint requirements and capabilities development process, and the NORAD-USNORTHCOM requirements
- Knowledge of principles, concepts, and techniques of unified command organization, operations, missions, plans, policies and procedures
- Demonstrated ability to professionally interface, produce documentation for, provide presentations and speak with authority to senior leadership in state and county governments, federal and state law enforcement agencies, and other federal government personnel and organizations
- Demonstrated ability to lead and coordinate with trainers and exercise participants at all levels to effectively support after action reviews (AAR) and lessons learned development.
- Bachelor's degree required
- Proficient in Microsoft Office software applications, particularly Excel and Access
- Expert written and oral communication skills
- Top Secret security clearance

(b) (4)

- Minimum 10 years' experience in relevant area (joint training management, training program development, training assessments, joint and combined operations, first responder operations, etc.)
- Minimum of 3 years' experience as a staff officer within HQ NORAD-USNORTHCOM, a Service headquarters, or a combatant command headquarters
- Knowledge of Service/Joint doctrine. Experience with the Joint Staff, military operations, planning and exercises.
- Advanced knowledge and proficiency in using the following systems and tools: Joint Training Information Management System (JTIMS), Defense Readiness Reporting System (DRRS), and Joint Lessons Learned Information System (JLLIS)
- Minimum 3 years' experience using the Universal Joint Task List (UJTL) Task Development Tool
- Minimum 3 years' experience as a Joint Training Information Management System (JTIMS) User Group Lead (UGL) administrator
- Minimum 3 years' experience in conducting JTIMS staff training courses at the introductory and intermediate levels
- An expert understanding of all facets of the Joint Training System
- Bachelor's degree required
- Demonstrated superb oral and written communication
- Top Secret security clearance

Base Period

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 0001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$23,701.73 | \$284,420.73 |
| 0002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,300.47 | \$303,605.67 |
| 0003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Base Period Total | | | | | \$728,026.40 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 1

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 1001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$24,294.27 | \$291,531.25 |
| 1002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,932.98 | \$311,195.81 |
| 1003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 1 Total | | | | | \$742,727.06 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 2:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 2001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$24,901.63 | \$298,819.53 |
| 2002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$26,581.31 | \$318,975.71 |
| 2003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 2 Total | | | | | \$757,795.24 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 3:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 3001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$25,524.17 | \$306,290.01 |

| | | | | | |
|-----------------------|---|----|-----|-------------|--------------|
| 3002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$27,245.84 | \$326,950.10 |
| 3003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 3 Total | | | | | \$773,240.11 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

Option Period 4:

| Contract Line Item No. | Description | Qty | Unit | Unit Price | Total Amount |
|------------------------|---|-----|------|-------------|--------------|
| 4001 | Services in support of Subtask 1 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$26,162.27 | \$313,947.27 |
| 4002 | Services in support of Subtask 2 identified in the PWS Contract Type: Firm Fixed Price (FFP) | 12 | Mo | \$27,926.99 | \$335,123.85 |
| 4003 | Travel NTE Contract Type: Reimbursable | 1 | Lot | | \$140,000.00 |
| Option Period 4 Total | | | | | \$789,071.12 |

** Travel is to be billed separately and at cost, however G&A, profit or fee is unallowable. The Government has established Travel/ODCs at a Not-To-Exceed (NTE) amount.*

| | |
|------------|-----------------------|
| TEP | \$3,790,859.93 |
|------------|-----------------------|

| PRICE SCHEDULE | | | | | | | |
|----------------|------------------|------------------------------|-------|----------|-------------------|------------|---------------|
| | | BASE YEAR | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 0001 | (b) (4) | | | | | | |
| CLIN 0002 | | | | | | | |
| | Labor SubTotal | | | | | | 588,026.40 |
| | Total | | | | | | 588,026.40 |
| | | OPTION YEAR 1 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 1001 | (b) (4) | | | | | | |
| CLIN 1002 | | | | | | | |
| | Labor SubTotal | | | | | | 602,727.06 |
| | Total | | | | | | 602,727.06 |
| | | OPTION YEAR 2 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 2001 | (b) (4) | | | | | | |
| CLIN 2002 | | | | | | | |
| | Labor SubTotal | | | | | | 617,795.24 |
| | Total | | | | | | 617,795.24 |
| | | OPTION YEAR 3 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 3001 | (b) (4) | | | | | | |
| CLIN 3002 | | | | | | | |
| | Labor SubTotal | | | | | | 633,240.11 |
| | Total | | | | | | 633,240.11 |
| | | OPTION YEAR 4 | | | | | |
| | Labor Categories | Utility PSS Labor Categories | Hours | GSA Rate | Discount (If Any) | Final Rate | Total Dollars |
| CLIN 4001 | (b) (4) | | | | | | |
| CLIN 4002 | | | | | | | |
| | Labor SubTotal | | | | | | 649,071.12 |
| | Total | | | | | | 649,071.12 |
| | TEP | | | | | | 3,090,859.93 |

Note: Column C was added per RFQ instructions, section 9 pg. 7, to show the GSA PSS labor category that was mapped to the labor category in the staffing approach provided to show sufficient backup details.